

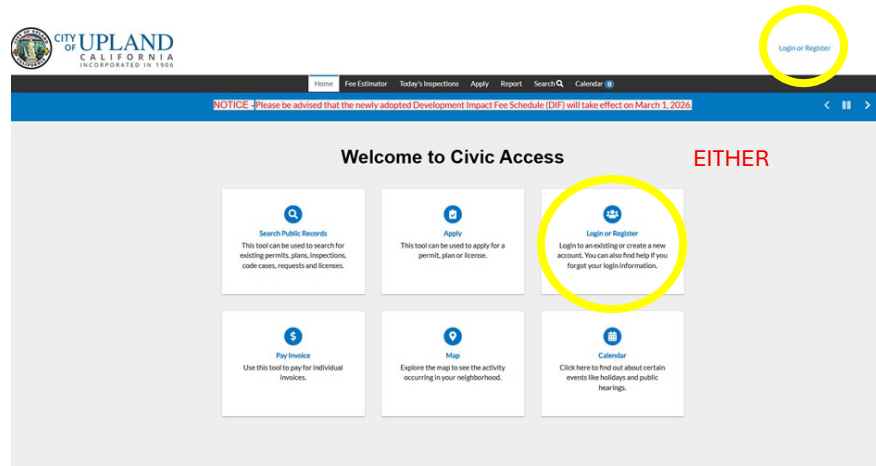
# CSS Portal –Creating a PERMIT Application

To submit a permit application online, please follow the steps below:

## 1. Log In or Register

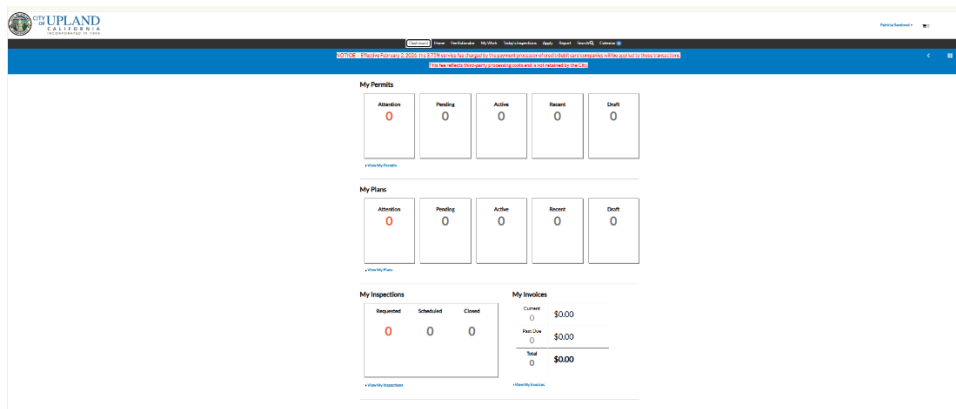
Select **Log In or Register** on the CSS Portal homepage.

- If you need assistance creating an account, refer to the [CSS Portal – Creating an Account instructions](#).



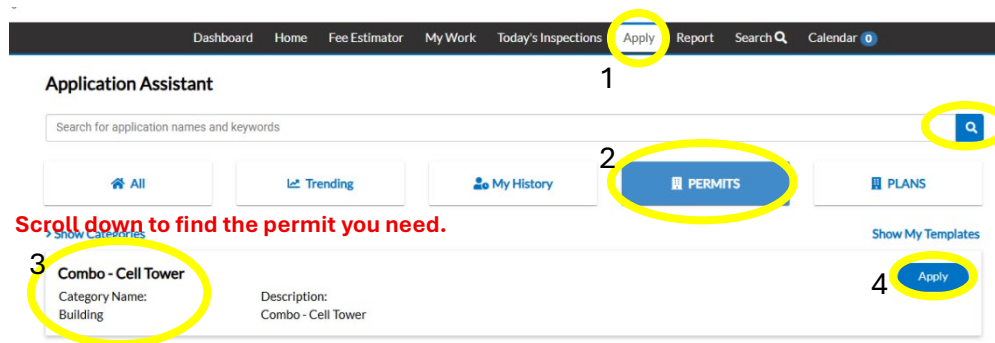
## 2. Access Your Dashboard

After logging in, you will be directed to your **Dashboard**.



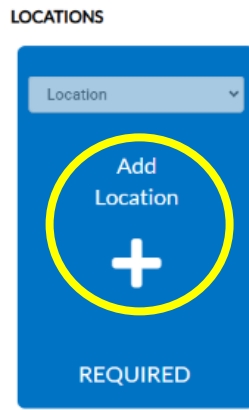
## 3. Start a New Application

- Select **APPLY** from the top navigation bar.
- Under **Application Assistant**, select **PERMIT** or use the search bar.
- Choose the appropriate permit type and select **APPLY** next to your selection.



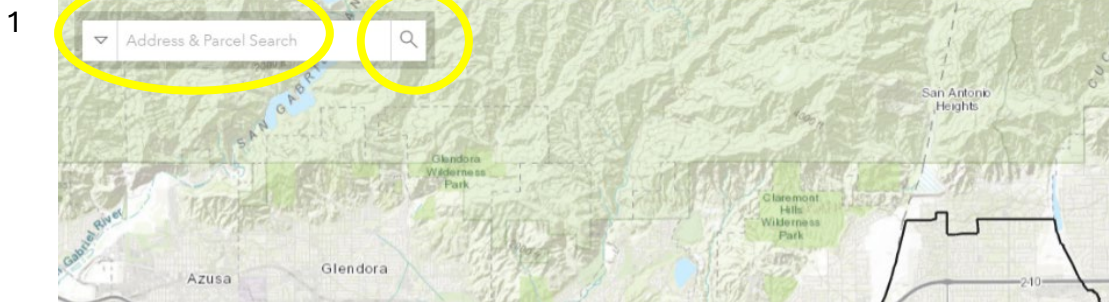
#### 4. Add Project Location

- Select Add Location.

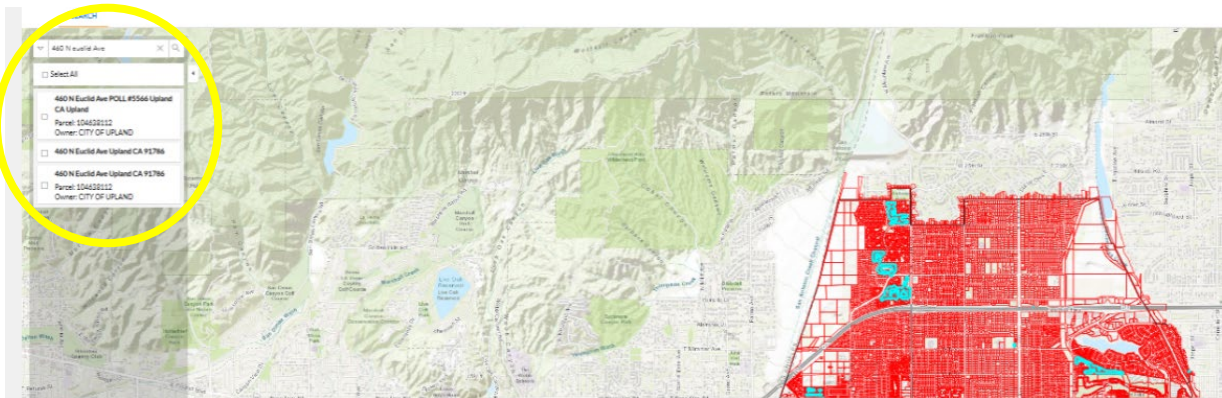


- Enter the project street number only, then click the Search (magnifying glass) icon.
- If the search results are not clear, search by APN or enter the complete and correct address in the Description field in instruction #5.

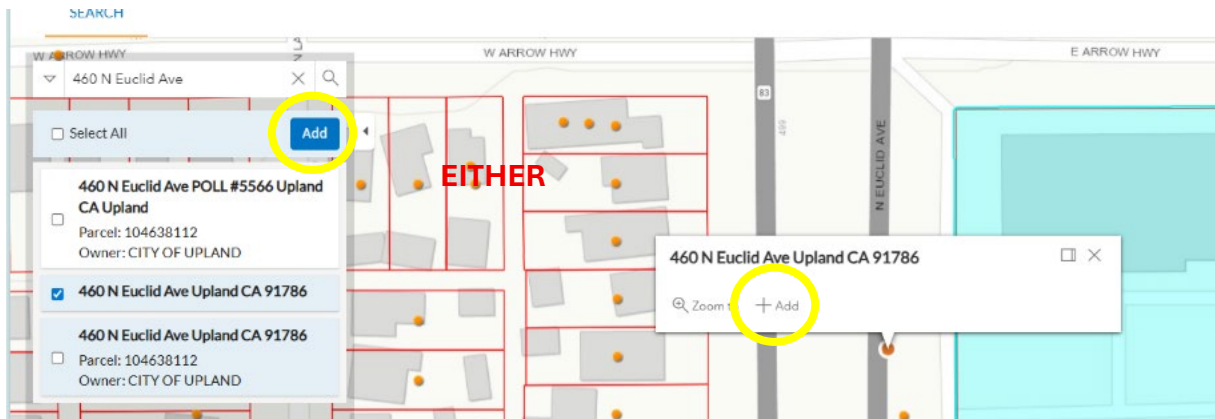
2



- Select the correct address from the results (or select all, if applicable).



- Click Add.



- Confirm the address is correct and select Next.

**NOTE:** If address is not available – select city hall address and type address into the description field in the next step.

LOCATIONS

Type: Location  
460 N Euclid Ave., Upland, CA  
91786  
Main Address

Parcel Number  
Main Parcel

Location  
Add Location  
+

Save Draft Next

## 5. Enter Project Information

- Provide a detailed project description and complete all required fields.
- Select Next to continue.
- For “Valuation” enter the cost of materials and labor.

PERMIT DETAILS

Permit Type: Single Family ADU

Description

Square Feet

Valuation

Back Create Template Save Draft Next

## 6. Review Contact Information

- Confirm the applicant and contact information is accurate.
- Select Next.

CONTACTS

Applicant  
[You]  
460 N Euclid Ave., Upland, CA.  
91786

Select Type  
Add Contact  
+

Back Create Template Save Draft Next

## 7. Complete Additional Information

- Provide any additional information as prompted.
- Select Next.

Apply for Permit - Single Family ADU

\*REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

MORE INFO

Back Create Template Save Draft Next

## 8. Upload Attachments

- Upload all required plans and supporting documents.
- Select Next.

Attachments

click or drag files

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf

Back Create Template Save Draft **Next**

## 9. Review and Submit

- Carefully review all entered information.
- When ready, select Submit to complete your application.

**Note:** Some permits automatically generate fees that may be paid online at the time of submittal. Other fees require staff review and will be invoiced. You will receive an email notification when online payment is available.

**Submit**

Locations

Location 460 N Euclid Ave., Upland, CA 91786

Parcel Number

Basic Info

Type Single Family ADU

Description

Square Feet

Valuation

Applied Date 02/17/2026

**EITHER**

Contacts

Applicant Your name and address will

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Building Permit Fee based on Valuation	\$180.00
Building Permit Issuance Fee	\$80.00
Building Plan Check Fee based on Valuation	\$200.00
Building Standards Admin Fund	\$1.00

Total: \$461.00

More Info

No records to display.

Attachments

Back Create Template Save Draft **Submit**

For assistance or troubleshooting, contact the Building and Safety Division at (909) 931-4110 or email [buildingandsafety@uplandca.gov](mailto:buildingandsafety@uplandca.gov).