



PLANNING DIVISION CLEARANCE FORM

This form is **required** for all projects that: 1) propose modifications to any exterior element of a building (either residential or commercial); 2) add square footage; 3) change use of existing space; 4) require Planning entitlements; 5) propose new construction of buildings; or 6) include facilities or equipment requiring screening and clearance.

Please complete, sign, and submit this form to planningclearance@riversideca.gov. A Planner will review and return this form to you completed and ready for upload into the Public Permit Portal to enable plan check once approved. Plans will not be accepted for plan check review without a completed and signed clearance form. The approval of this form does not constitute Planning Department approval. This form is a pre-check authorization to ensure that the proposed use is consistent with the Zoning of the property. Please contact the Planning Division at (951) 826-5371 with any questions.

APPLICANT INFORMATION	
Project Address: <i>(Verified in City)</i>	Date:
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
Scope of Work <i>(the following description should match the Scope of Work detailed on the plans submitted to Building & Safety if applicable):</i>	
Applicant Name:	
Phone Number:	Email:
What is your relation to the Project? <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Design Professional <input type="checkbox"/> Contractor <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant	
By signing below, you state that the information provided, and all work proposed is accurate and true.	
Applicant Signature:	

STAFF USE ONLY	
Planner:	Date: Zoning:
<input type="checkbox"/> At Risk Submittal?	Case Number: Senior Housing? YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Certificate of Appropriateness Required	Contact Scott Watson, Historic Preservation Officer, 951-826-5507, swatson@riversideca.gov
Comments:	
READY FOR PERMIT? YES <input type="checkbox"/> NO <input type="checkbox"/>	READY FOR BUILDING PLAN CHECK? YES <input type="checkbox"/> NO <input type="checkbox"/>
Planner Signature:	