

# CITY OF RIVERSIDE PERMIT PORTAL

## HOW TO SUBMIT FOR A PUBLIC WORKS CONSTRUCTION PERMIT



# HOW TO SUBMIT FOR A CONSTRUCTION PERMIT



Contact Us

**Welcome to Online LMS.**

Email Address:  [Forgot Email Address?](#)

Password:  [Forgot password?](#)

[Sign In](#)

- If you are a NEW USER, you will need to setup a new user login in the system in order to access your activities
- If you are a RETURNING USER, sign in using your email address and password
- Once registered, ensure you sign up for email notification for real time status updates under your "Profile" at the top right of the home screen

## Register

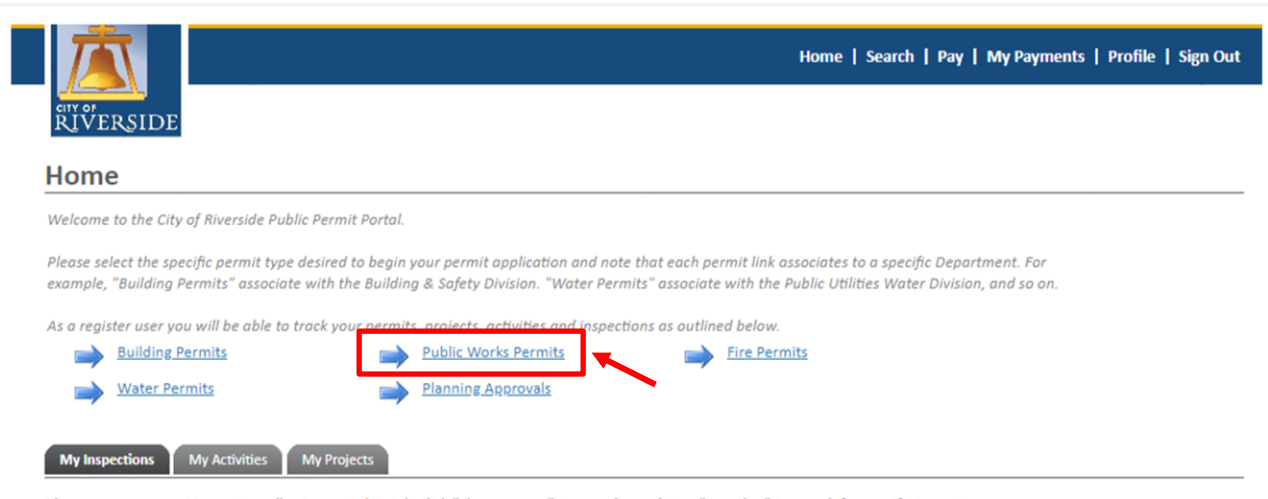
If you have not yet created an account, click [here](#) to register.

## Search LMS

Click [here](#) to search Online LMS for Building Permits, Planning Applications, and Business Licenses.



# HOW TO SUBMIT FOR A CONSTRUCTION PERMIT



- To submit a CONSTRUCTION PERMIT for review, begin at the HOME page and click on Public Works Permits
  - Construction Permit
  - Street Opening Permit
  - Grading Permit
- In this example, we will select a CONSTRUCTION permit.



# HOW TO SUBMIT FOR A CONSTRUCTION PERMIT

**Construction** GP-2020-02266 (Draft)

**LOCATIONS**

**Addressed Locations**

*Prior to submitting your permit application, please ensure the project address is within City limits as our database includes some outside addressing served by Riverside Public Utilities.*

*Click "Search" to find the property address associated with your project's application. If an address does not exist, then try populating the associated Parcel Number. Under "Specific Location" you may include a suite or unit number when dealing with a multi-addressed parcel or building. Please contact us if you are unsure or cannot populate the desired address prior to proceeding.*

*Include all mandatory property owner information and contact details below before moving on.*

\*Address:

Parcel ID	Address	Net Acres
	Total Area:	

Specific Location:

Apply as:

\*Name:

\*Mailing Address:

\*City:  \*State:


\*Zip Code:  -

\*Phone Number: (  )  -

Email Address:

- Enter the ADDRESS where the work will be performed
- Click SEARCH and Select the Address
  - You may also search by Assessor's Parcel Number
  - Or input the Specific location if there is no specific address, such as Tract or Parcel Map
- Click the APPLY AS drop down menu and select the applicant type.
- Fill in the Applicant Information.

# HOW TO SUBMIT FOR A CONSTRUCTION PERMIT

 **Construction** GP-2020-02266 (Draft)

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APPLICATION INSTRUCTIONS

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APPLICATION

\* Select the type of permit you are applying for.

\* What type of work will be done? Construction  ←

\* Are you applying for a Residential or Commercial Permit?  Residential  Commercial ←

Electronic Plan Review?

Enter a description of the work that will be done.  [+]  
[-] ←


Total Contract Value:

Check this box if you are the homeowner applying for this permit:

- Click the drop down to indicate the type of work that will be done:
  - Street Improvements
  - Sewer Improvements
  - Storm Drain Improvements
- Check the box for the type of project you are applying for- RESIDENTIAL or COMMERCIAL
- Provide a description of the scope of work proposed. Be brief, but be descriptive.



# HOW TO SUBMIT FOR A CONSTRUCTION PERMIT

 **Construction** GP-2020-02266 (Draft)

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APPLICATION INSTRUCTIONS

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APPLICATION


\* Select the type of permit you are applying for. Construction

\* What type of work will be done? (None) v

\* Are you applying for a Residential or Commercial Permit?  
 Residential  Commercial

Electronic Plan Review?

Enter a description of the work that will be done. [+]  
[-]

Total Contract Value:  

Check this box if you are the homeowner applying for this permit:

- Insert the CONTRACT VALUE . This is the cost for the proposed improvements.
- The CONTRACT VALUE can be determined using the Construction Bond Estimate form at the below link
  - <https://www.riversideca.gov/pworks/pdf/2011/ConstructionBondEstimate.pdf>
- Click NEXT to continue



# HOW TO SUBMIT FOR A CONSTRUCTION PERMIT

## Construction GP-2020-02266 (Draft)

Please upload any required documents and drawings in support of your permit application as required for the specific type of work.

### DOCUMENTS TO ATTACH

Uploaded	Attachment Type	Description	Sample Form
Optional	As-Built Research Request	RPU-Water Document	<a href="#">Open</a>
Optional	Composite Utility Plan	RPU-Water Document	None
Optional	Drawings	Building Plans	None
Optional	Final Parcel Map	RPU-Water Document	<a href="#">Open</a>
Optional	Final Tract Map	RPU-Water Document	<a href="#">Open</a>
Optional	Fire Flow Test Request	RPU-Water Document	<a href="#">Open</a>
Optional	Fire Special Event Application	Fire Special Event Application	None
Optional	Grading Plan	RPU-Water Document	None
Optional	Hydraulic Analysis	RPU-Water Document	None
Optional	Inspection Deposit Application	RPU-Water Document	None
Optional	Owner Authorization Form	Property Owners approval to issue permit on site.	None
Optional	Plan Check Application	RPU-Water Document	<a href="#">Open</a>
Optional	Planning TUP Application	Planning Documents	None
Optional	Planning Zoning Letter Application	Planning Documents	None
Optional	Proof of Ownership		None
Optional	Sewer Plan	RPU-Water Document	None
Optional	Soils Report	RPU-Water Document	None
Optional	Storm Drain Plan	RPU-Water Document	None
Optional	Street Improvement Plan	RPU-Water Document	None
Optional	Supplemental Document	Forms	None
Optional	Supplemental Drawings	Plan Revisions	None
Optional	Tentative Parcel Map	RPU-Water Document	None
Optional	Tentative Tract Map	RPU-Water Document	None
Optional	Water Plan	RPU-Water Document	None
Optional	Water Service and Billing Application	RPU-Water Document	None
Optional	Water Will Serve Letter Request	RPU-Water Document	None


### UPLOADED DOCUMENTS

Upload Files

<input type="checkbox"/> File Name	Document Type	Comments
Drop Files Here		

- If you have required documents to support the permit application, building plans, specifications, etc. you may attach those from this screen.
- Click **UPLOAD FILES** to upload a document(s) from your File Explorer
- Or, you may drag and drop selected files in the section below marked **DROP FILES HERE**
- When complete, click **NEXT**

# HOW TO SUBMIT FOR A CONSTRUCTION PERMIT

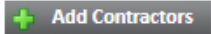
 **Construction** GP-2020-02266 (Draft)

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**\* CONTRACTORS**

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*Enter the Contractors that will be performing the work. The Contractors listed must cover all the License Types listed above.*

 **Add Contractors**

**Back** **Next**

Prime      Type

LMS Online - Contractor Search Select - Google Chrome

Not secure | posselmstestp.riversideca.gov/test/pub/lms/selectobjects.a...

### Contractor Search Select

Business Name:

**Search**

- SEARCH and then SELECT the appropriate contractor by selecting ADD CONTRACTORS and entering their Business Name.
- Click NEXT to continue
- If no contractor is selected, click NEXT to continue
  - The contractor will be required prior to permit issuance. See the link below to the insurance requirements
  - [https://www.riversideca.gov/publicworks/pdf/2020/Street%20Opening%20Permit%20-%20Construction%20Permit%20%20Insurance%20Requirements\\_6.2020.pdf](https://www.riversideca.gov/publicworks/pdf/2020/Street%20Opening%20Permit%20-%20Construction%20Permit%20%20Insurance%20Requirements_6.2020.pdf)













# HOW TO SUBMIT FOR A CONSTRUCTION PERMIT

## Review Construction Application

### ERRORS ON APPLICATION

*The following errors need to be fixed before you can submit your application.*

-  [Fix](#) Please select a Type of Work.
-  [Fix](#) Please select either Residential or Commercial.
-  [Fix](#) Please add a parcel where the work will take place.
-  [Fix](#) Please enter a name.
-  [Fix](#) Please enter a mailing address.
-  [Fix](#) Please enter a city.
-  [Fix](#) Please enter a state.
-  [Fix](#) Please enter a zip code.
-  [Fix](#) Please enter a phone number.
-  [Fix](#) Please enter a valid Project Value.

- If there is missing information or errors on a page, you will receive a page with prompts to fix the missing information.


# HOW TO SUBMIT FOR A CONSTRUCTION PERMIT

## Review Construction Application

### SUBMIT APPLICATION

*Your permit application is ready to be submitted. Please click the "Submit Application" button to submit your application. You may also click the "Save" button to return to this application at a later time.*

Back

 Submit Application

Save

- Your application is ready to submit
- You may use the BACK buttons to review your application, or add any missing information
- You may click SAVE to save without submitting
- Pay the plan check fees and SUBMIT APPLICATION to complete the process
- You will receive a confirmation of the receipt of your application



# CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR  
WATCHING!**

**FOR FURTHER ASSISTANCE, CONTACT THE CITY OF RIVERSIDE  
ONE STOP SHOP 951-826-5800**

