

HOW TO SUBMIT FOR A PUBLIC WORKS GRADING PERMIT



HOW TO SUBMIT FOR A GRADING PERMIT



Contact Us

Welcome to Online LMS.

Email Address:

Password:

[Forgot Email Address?](#)

[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

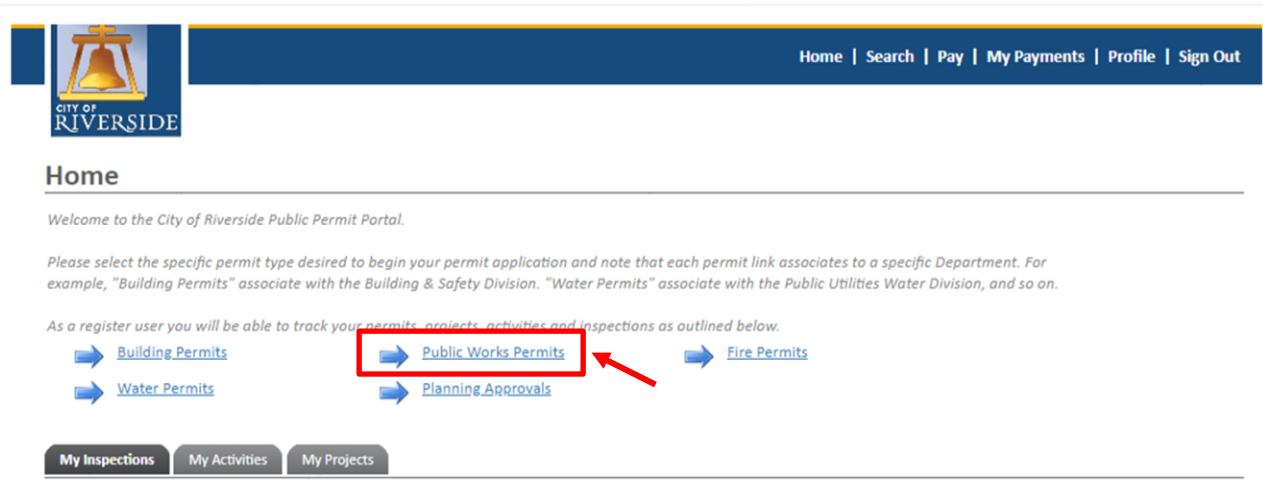
If you have not yet created an account, click [here](#) to register.

Search LMS

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



HOW TO SUBMIT FOR A GRADING PERMIT



- To submit a Grading Permit, begin at the HOME page and click on Public Works Permits
 - Construction Permit
 - Street Opening Permit
 - Grading Permit
- Select a GRADING permit.



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Grading GP-2020-02265 (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: **Search**

Parcel ID	Address	Net Acres

Specific Location:

Apply as:

Next

Screen ID: 1029477

- 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

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APPLICATION INSTRUCTIONS

APPLICATION

Select the type of permit you are applying for.

What type of work will be done? Grading
(None)

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

Electronic Plan Review?

Enter a description of the work that will be done.

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

Screen ID: 98044

- Click the drop down to indicate the type of work that will be done:
 - Stockpile
 - Rough Grade
 - Precise Grade
- 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
- Click NEXT to continue

HOW TO SUBMIT FOR A GRADING PERMIT



The screenshot shows a web form titled "Grading GP-2020-02265 (Draft)". Below the title is a section labeled "DISTURBANCE INFORMATION". This section contains two required input fields: "Volume of Cut (cubic yards):" and "Volume of Fill (cubic yards):". At the bottom of the form are two buttons: "Back" and "Next".

- Insert the Earthwork quantities in cubic yards (CUT & FILL).
- Click NEXT to continue

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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	Open
Optional	Composite Utility Plan	RPU-Water Document	None
Optional	Drawings	Building Plans	None
Optional	Final Parcel Map	RPU-Water Document	Open
Optional	Final Tract Map	RPU-Water Document	Open
Optional	Fire Flow Test Request	RPU-Water Document	Open
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	Open
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

←

<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**

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+ Add Contractors

Back Next

Prime Type

LMS Online - Contractor Search Select - Google Chrome

Not secure | posselmstestp.riversideca.gov/test/pub/lms/selectobjects.aspx?FromObj...

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

HOW TO SUBMIT FOR A GRADING PERMIT



Review Grading 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 valid Volume of Cut.



[Fix](#) Please enter a valid Volume of Fill.

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

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Review Grading Application

SUBMIT APPLICATION

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

FEES

The following fees must be paid as part of your permit application.

Description	Amount	Balance
City Surcharge - 020734	\$121.52	\$121.52
Grading Plan Review - 020729	\$868.00	\$868.00

[Back](#) [➔ Pay Fees & 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**

