HOW TO SUBMIT FOR A PUBLIC WORKS GRADING PERMIT

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HOW TO SUBMIT FOR A GRADING PERMIT

- 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
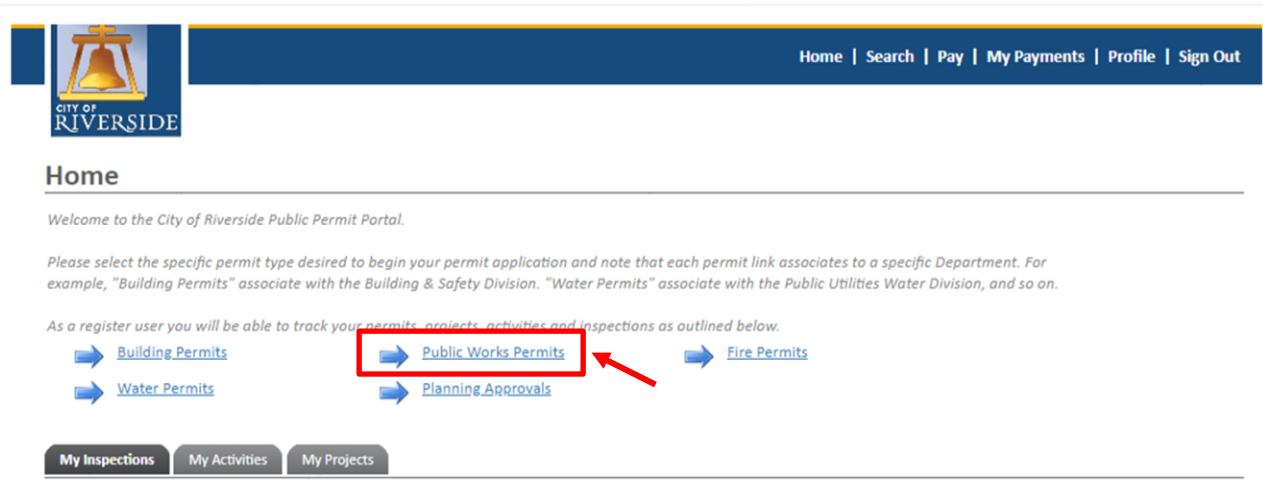
HOW TO SUBMIT FOR A GRADING PERMIT

- 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.

HOW TO SUBMIT FOR A GRADING PERMIT

- 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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HOW TO SUBMIT FOR A GRADING PERMIT

- 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

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DISTURBANCE INFORMATION

* Volume of Cut (cubic yards):

* Volume of Fill (cubic yards):

Back   Next

- Insert the Earthwork quantities in cubic yards (CUT & FILL).

- Click NEXT to continue

- 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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HOW TO SUBMIT FOR A GRADING PERMIT

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Add Contractors ←

Prime   Type

Back   Next

LMS Online - Contractor Search Select - Google Chrome

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

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

- 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 GRADING PERMIT

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

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CITY OF RIVERSIDE PERMIT PORTAL

THANKS FOR WATCHING!

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

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