

# CITY OF RIVERSIDE PERMIT PORTAL

## RECEIVING OUTCOME EMAILS IN THE PERMIT PORTAL



# RECEIVING OUTCOME EMAILS

Welcome Chris Christopoulos [Contact Us](#)

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## My Profile

CUSTOMER DETAILS

\* First Name:  [Change Password](#)

Middle Name:

\* Last Name:

Email Address:  [Change Email](#)

\* Notification Method:

Postal Mail

Fax

Email

Phone

[Action Completion Emails](#)

\* MAILING ADDRESSES

+ Mailing Address

Address Primary

3900 Main Street

Riverside, CA 92522

USA

\* PHONE NUMBERS

+ Phone Number

Type	Phone Number	Ext.
Main	( 951 ) 826 - 5915	<input type="text"/>

I am associated with a Contractor?

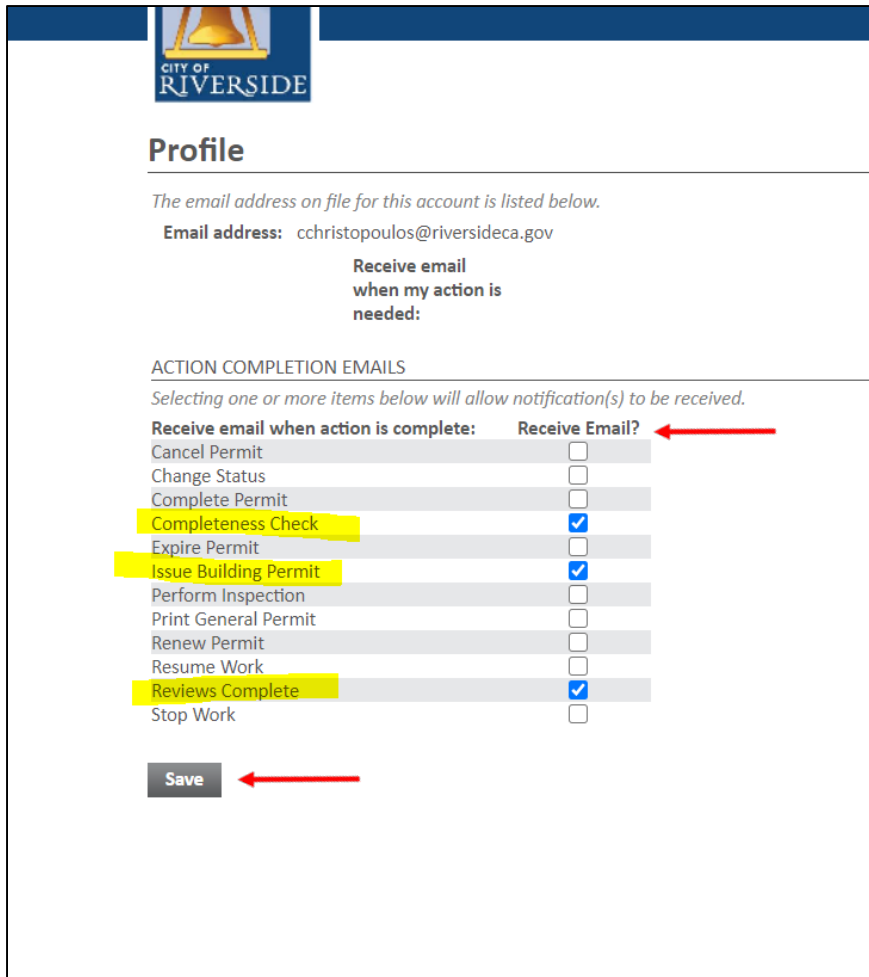
[Save](#)

Screen ID: 1021471

- To ensure that you receive notification emails throughout the permit application and electronic plan review process, be sure to properly set up your PROFILE
- From MY PROFILE, under the CUSTOMER DETAILS section, click on ACTION COMPLETION EMAILS



# EMAIL FUNCTIONALITY



**CITY OF RIVERSIDE**

## Profile

The email address on file for this account is listed below.  
**Email address:** cchristopoulos@riversideca.gov

Receive email when my action is needed:

**ACTION COMPLETION EMAILS**  
Selecting one or more items below will allow notification(s) to be received.

Receive email when action is complete:	Receive Email?
Cancel Permit	<input type="checkbox"/>
Change Status	<input type="checkbox"/>
Complete Permit	<input type="checkbox"/>
Completeness Check	<input checked="" type="checkbox"/>
Expire Permit	<input type="checkbox"/>
Issue Building Permit	<input checked="" type="checkbox"/>
Perform Inspection	<input type="checkbox"/>
Print General Permit	<input type="checkbox"/>
Renew Permit	<input type="checkbox"/>
Resume Work	<input type="checkbox"/>
Reviews Complete	<input checked="" type="checkbox"/>
Stop Work	<input type="checkbox"/>

**Save**

- At a minimum, select the following process outcomes to ensure you receive real time updates on your projects via email:
  - COMPLETENESS CHECK
  - ISSUE BUILDING PERMIT
  - REVIEWS COMPLETE
- Be sure to click SAVE so that your settings are saved in the system

# CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR  
WATCHING!**

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

