

City of Riverside

Building & Safety Division

Phone: (951) 826-5697

www.riversideca.gov



❖ PERMIT CHECKLIST ❖

Once your project has been through the plan check process and has been approved for construction, your next step is to obtain the building permit. The following individuals may pull the permit.

- 1. PROPERTY OWNER:** If the house is fairly new, the property owner will need to bring in proof of ownership (i.e. grant deed, escrow papers, etc.).
- 2. PROPERTY OWNER'S REPRESENTATIVE:** An owner's representative must show that they have permission to pull the permit for the owner. A standard form, known as the "**Authorized Agent Letter**", is available at the front counter. This form letter must be **NOTARIZED** and gives the individual who is not the property owner permission to pull the permit on behalf of the owner. Be sure to bring this completed form letter with you when pulling the permit. In addition, the Property Owner must fill out the "**Property Owner's Package form**", which indicates that the property owner is aware of the liabilities and limitations of owner-builder permits. However, if the property owner is not present to pull the permit then a notary must witness the property owner signing the "**Property Owner's Package form**".
- 3. LICENSED CONTRACTOR:** The Contractor must bring with him/her the City Business License number*, State Contractor's License number, and Certificate of Workers' Compensation Insurance.
- 4. LICENSED CONTRACTOR'S EMPLOYEE:** Must bring with him/her the Contractor's City Business License number*, State Contractor's License number, Certificate of Workers' Compensation Insurance, and an authorization agent letter. A standard form, known as the "**Authorized Agent Letter**", is available at the front counter. This form letter must be **NOTARIZED** and gives the individual who is not the Licensed Contractor permission to pull the permit on behalf of the Contractor. Be sure to bring this completed form letter with you when pulling the permit.

IMPORTANT NOTES FOR CONTRACTORS:

City Business License, State Contractor's License, Certificate of Workers' Compensation Insurance, and the Authorized Agent Letter must have the same contractor company name listed on them.

The Building & Safety Division does **NOT** maintain copies of Contractor's Workers' Compensation Insurance Certificates. It is the Contractor's responsibility to keep the active certificate with them and have it available when pulling a permit.

* If you have no City Business License, you must purchase one on the sixth floor of City Hall before coming to the Building & Safety counter for the permit.