

# City of Riverside

Building & Safety Division

Phone: (951) 826-5697

[www.riversideca.gov](http://www.riversideca.gov)



## Plans Required for Plan Check

Please:

- **Assemble plans into sets as indicated below**
- **Include Assessor Parcel Number and a description of work on plans**
- **Deliver all sets to the Building & Safety Division, 3rd floor of City Hall**
- **Note that a "Full Set" of plans includes a Site Plan**
- **See reverse side of this handout for additional information concerning the content of a complete plan check submittal**

Type of Project	Tenant Improvement	Single Family and Duplex	Multi-Family (3 or more units)	Residential Subdivision	Office/ Commercial/ Industrial
Sets of Plans Required	7 Full Sets 1 Site Plan 1 Floor Plan	4 Full Sets 5 Site Plans 1 Floor Plan	6 Full Sets 5 Site Plans 1 Floor Plan	4 Full Sets 5 Site Plans 1 Floor Plan	8 Full Sets 3 Site Plans

We send your plans to the following departments:

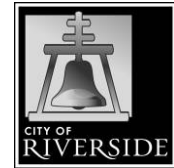
1	Building & Safety Division	Full Set	Full Set	Full Set	Full Set	Full Set
2	Planning Division	Full Set	Full Set	Full Set	Full Set	Full Set
3	Water Division	Full Set	Site Plan	Full Set	Site Plan	Full Set
4	Electric Division	Full Set	Site Plan	Site Plan	Site Plan	Full Set
5	Fire Department	Full Set	Full Set	Full Set	Full Set	Full Set
6	Public Works - Land Development	Site & Floor Plans	Site & Floor Plans	Site & Floor Plans	Site & Floor Plans	Full Set
7	Public Works - Industrial Waste	Full Set	None	Full Set	None	Full Set
8	Public Works - Solid Waste	None	None	Site Plan	None	Site Plan
9	Public Works - Street Trees	None	Site Plan	Site Plan	Site Plan	Site Plan
10	Park & Recreation	None	Site Plan	Site Plan	Site Plan	Site Plan
11	County Assessor	Full Set	Full Set	Full Set	Full Set	Full Set

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## ❖ PLAN CHECK SUBMITTAL CHECKLIST ❖

***Incomplete plans can cause unnecessary delays in the plan review process; therefore, in an effort to expedite the process for all of our customers, we ask that your plan review submittals be complete.***

***All of the items listed below must be included with the plan review submittal package in order for a complete and expeditious review to be performed. Thank you for your assistance.***

***Plans*** - The total number of copies to be submitted varies depending on the type of project. Check the reverse side of this handout to determine the total number of plan sets required at time of submittal.

Generally, plans must include Architectural, Structural, Mechanical, Plumbing and Electrical drawings. These plans are to be Stamped and Wet signed by the design professional(s) responsible for the project. Some minor types of projects may not require the involvement of an Architect or Engineer in the design. If in doubt, check with one of the Building and Safety Plan Review staff members.

The following drawings are to be included as a part of the plans:

*Plot Plan	*Roof Plan	*Floor Plan	*Elevations
*Cross-Sections	*Framing Plan	*Foundation Plan	*Foundation Details
*Structural Details	*Electrical Plan	*Mechanical Plan	*Plumbing Plan

On resubmittals, be sure to include the red-lined plans and calculations from the previous review along with the correction list and responses by the designer.

### ***Structural Calculations (2 copies)***

If the plans have been reviewed or designed by an architect or engineer, then the supporting calculations must be provided and Stamped and Wet signed by the architect or engineer of record.

### ***Energy Conservation Calculations and Compliance Forms (2 copies)***

Energy conservation calculations are generally required for new buildings as well as for additions or interior alterations of lighting or HVAC systems in commercial buildings.

### ***Soils Report (2 copies)***

A Soils Report is required to be submitted for any newly developed site (including industrial, commercial, and residential). The report must address all items listed in CBC Section 1802.2.7. If a soils report is available for an adjacent lot, and it addresses all of the necessary items listed in CBC 1802.2.7, it may be considered by the Building Official (on a case-by-case basis) to serve as the soils report for the site to be developed. Some additions to existing buildings may be exempted from this requirement on a case-by-case basis.

### ***Truss Calculations and Truss Layout Sheets (2 copies)***

If trusses are to be used, then the Truss Calculations must be Stamped and Wet signed by the truss engineer and layout sheets must be Reviewed and Approved, and signed as such (no wet stamp/seal required) by the Engineer of Record for the project. Truss hangers and other related hardware may be designed and approved by either engineer.