

Plan Check: The Basics

Welcome to Plan Check

Welcome to the City of Riverside's Plan Check process. We have developed this brochure to help you understand plan check. Here, you will find out about the purpose of plan check, the different types of plan check and our customer service driven plan check coordination process.

What is the Purpose of Plan Check?

Plan Check is the process through which the City assures that construction meets basic safety, engineering and quality of life requirements. Depending upon the type of project, and the complexity of construction, different experts will examine your plans for conformance to these requirements. Very simple projects, like residential patio covers, are only checked for conformance with zoning, building safety and fire safety laws. More complex projects, like new manufacturing plants, are also checked for such things as electrical requirements, water demands, industrial waste discharges and the like. It is our aim to welcome into Riverside projects which are safe and which help maintain and improve Riverside's proud heritage.

What are the Plan Check Types?

Building projects can be simple or complex. They can range from a simple patio cover to a major industrial complex, and everything in between. Clearly, checking the plans for a patio cover is far simpler than checking the plans for an industrial complex. The City has, therefore, created several levels of plan check to accommodate different complexities of construction. Here are the different types of plan checks, from the most simple to the most complex:

OVER-THE-COUNTER RESIDENTIAL:

This type of plan check is for such things as patio covers, small additions and remodels that do not affect the basic structural integrity of a residence. They can usually be done the same day you submit complete plans.

OVER-THE-COUNTER TENANT IMPROVEMENTS:

This type of plan check is for simple commercial, office or industrial interior improvements or occupancy changes. They can usually be completed the same day you submit complete plans.

REGULAR TENANT IMPROVEMENTS:

This type of plan check is for more substantial interior improvements to existing commercial, office or industrial buildings. Processing time is about two weeks.

FULL PLAN CHECK:

This type of plan check is for all new construction and for most exterior additions to office, commercial or industrial buildings. It is also for larger residential additions and remodels or for work above the first floor. Plan check reports for this type of plan check takes up to four weeks.

Turn this brochure over and you'll see a chart showing each type of plan check process, from the simplest "over-the-counter" process to the more involved "full" plan check process. Each of these processes is designed to give you the best possible service, consistent with a careful review of your plans. We have also prepared individual brochures covering each of these plan check types in greater detail. They are available in the third floor lobby of City Hall.

We're Here to Help

The City of Riverside is dedicated to providing you with the best possible customer service. If your plans are simple enough to be checked "over-the-counter" you'll deal with very few people and, in many cases, you'll get your permit the same day you come in.

For longer plan checks, the Planning Department's Plan Check Coordinator will make sure your plans are routed efficiently to each reviewing department and that you receive all correction lists in a timely manner. Shortly after you submit your plans, you will receive a "welcome" letter explaining the plan check process and providing the name and phone number of the Plan Check Coordinator for future reference. The Plan Check Coordinator will be available to you every working day to answer questions about the plan check process, the status of your plan check or to assist you in a variety of other ways.

For more information
contact the Planning Department
3rd Floor, City Hall
3900 Main St., Riverside, CA 92522

Planning Division: (909) 826-5371
Building Division: (909) 826-5697

*"People helping people
build a better Riverside"*