



BUILDING PLAN REVIEW TURNAROUND TIMES

Building plans submitted to the Building & Safety Division for plan review services are classified by the scope of work listed below which in turn will determine the estimated review time needed for your project. The indicated time frames are based on **working days** and include all the various Departments who review and approve development projects:

Classification:	<u>Over the Counter</u>	<u>Tier 1 Projects</u>	<u>Tier 2 Projects</u>
Turnaround Times:	Same day	10 days	20 days
Resubmittals:	Same day	10 days	10 days
Scope of Work:	<ul style="list-style-type: none"> SFR patio covers, carports and private garages Retaining walls Wall signs Re-roof projects Water heaters SFR outdoor swimming pools/spas Minor demolition HVAC change outs/additions (3) or less SFR EV charging stations SFR Solar PV (<10 kW see note 3) Fences Back flow devices Similar minor projects <p>Note: SFR = single family residential</p>	<ul style="list-style-type: none"> SFR room additions 2 story or less (no basement) and remodels up to 2,000 sq. ft. Large demolition projects Public swimming pools Minor accessibility/barrier removal projects Tenant improvements up to 5,000 sq. ft. Minor-façade improvements Monument or blade signs Commercial grease interceptors, clarifiers Commercial exhaust hoods Multi-family and commercial solar PV, and SFR (> 10 kW) Indoor swimming pools/spas Telecommunication facilities/alterations Other EV Charging Stations (Express EV see note 4) Other similar projects 	<ul style="list-style-type: none"> All new SFR dwellings, multi-family buildings and commercial buildings Tenant-improvements over 5,000 sq. ft. Mixed Use projects Commercial additions Multi-family additions and alteration projects SFR residential additions or alterations greater than 2,000 sq. ft. Major-façade improvement projects Change in Use projects Major accessibility/ barrier removal projects Other similar projects that do not fall under over the counter or Tier 1

PLEASE REFER TO REVERSE SIDE FOR FURTHER INFORMATION REGARDING PLAN REVIEW TURNAROUND TIMES, GENERAL CONDITIONS AND OUR EXPEDITED AFTER HOURS PLAN REVIEW SERVICE

Turnaround Times:

1. **Working day review excludes the day of plan submittal.** Staff has the discretion to adjust project classification as needed while also verifying the completeness of applications prior to initiating the plan review process.
2. Over the Counter (OTC) **same day** review and approval may be subject to staff availability and in some instances an appointment may be scheduled in order to facilitate the review and approval process.
3. Small single family residential solar PV (photovoltaic) projects **< 10 Kw** may be reviewed either at the counter **or** within (3) working days per the City's Express Solar Permitting Program. All other PV solar projects shall be completed within 10 working days.
4. Electric Vehicle Charging Station projects for single family dwellings are completed over the counter or by appointment. Qualifying express multi-family or Commercial EV Charging Station projects are completed within (3) working days or 10 working days for all others.
5. At the discretion of the City Building Official; projects deemed to be very large, unusual or complex in nature, may be designated as **Tier 3** and subject to a **25 working day** first review with a **15 working day** review of resubmittals on a case by case basis. **Tier 3** projects may include but are not limited to:
 - High Rise Projects
 - Multi-story-mixed use buildings
 - Projects with multiple buildings that exceed 100,000 sq. ft. in total area
 - Other unique and complex projects as determined by the Building Official

Expedited Plan Review Service:

Subject to staff availability, the City of Riverside also offers an expedited building plan review service for an additional fee. Projects approved for expedited plan review service can expect plan check turnaround in half the time, as determined by the project scope of work. For example; a Tier 1 project would be completed within 5 working days and a Tier 2 project within 10 working days. If you wish to have an expedited plan review, please contact the Building & Safety Division permitting counter for staff availability and applicable fees prior to plan submission.