



BUILDING PLAN REVIEW TURNAROUND TIMES

Building plans submitted to the Building & Safety Division for City 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 - level 1 • SFR Solar PV (<10 kW)* • Fences • Backflow 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 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 established in response to AB 2188*
4. 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 or mixed use, 5 story or larger than 100,000 sq. ft.
 - Projects with multiple buildings that exceed 50,000 sq. ft. or larger
 - Other unique and complex projects defined by the Building Official

Expedited After Hours Plan Review Service:

Subject to staff availability, the City of Riverside also offers an expedited **After Hours Plan Review Service** that includes the following Divisions for an additional fee:

- **Building & Safety**
- **Fire Prevention**
- **Planning**

Projects that qualify for After Hours Review 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 check in or call the Building & Safety permitting counter for availability and fees prior to plan submission.