

# CITY OF RIVERSIDE PERMIT PORTAL

## HOW TO UPLOAD ELECTRONIC PLANS & DOCUMENTS



# UPLOADING ePLANS & DOCUMENTS

## NEW SUBMITTALS



# UPLOADING ePLANS & DOCUMENTS

**Building Permit** BP-2020-01582 (Draft)

*Please upload any required documents in support of your permit application as required for the specific type of work.*

DOCUMENTS TO ATTACH

	Uploaded	Attachment Type	Description	Sample Form
Optional		Drawings	Building Plans	
Optional		Supplemental Document	Forms	
Optional		Supplemental Drawings	Plan Revisions	

UPLOADED DOCUMENTS

←

<input type="checkbox"/> File Name	Document Type	<input type="button" value="Comments"/>
Drop Files Here ←		

- This video will provide an in-depth review of how to upload electronic plans, supporting documents, and resubmittals. Please also see the [How to Submit a Building Permit Application](#) video for more on the application process.
- **Once the City deems your application complete and applicable fees have been paid, your project will move from “submitted” to “in review” status, signaling the plan review process has commenced**
- During the application process, plans and other documents can be uploaded by clicking the plus sign to UPLOAD FILES
- You may also upload files by dragging and dropping files to the section below that indicates DROP FILES HERE.
- Depending on the number of files, it may take several minutes or longer to download completely

# UPLOADING ePLANS & DOCUMENTS

UPLOADED DOCUMENTS

+ Upload Files

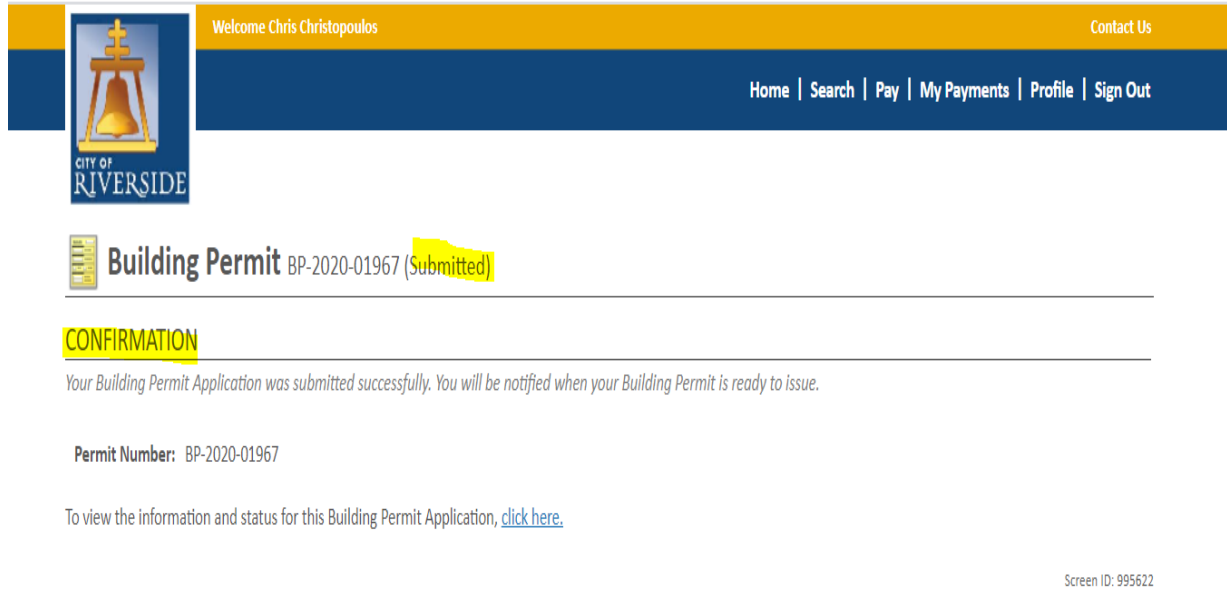
<input type="checkbox"/> File Name		Document Type	Comments
- (32) New Documents			
<input type="checkbox"/> A-0(T-1).pdf	New	Drawings (Architectural)	Add comment
<input type="checkbox"/> A-1.pdf	New	Drawings (Architectural)	Add comment
<input type="checkbox"/> A-2.pdf	New	Drawings (Architectural)	Add comment
<input type="checkbox"/> A-3.pdf	New	Drawings (Architectural)	Add comment
<input type="checkbox"/> A-4.pdf	New	Drawings (Architectural)	Add comment
<input type="checkbox"/> A-5.pdf	New	Drawings (Architectural)	Add comment
<input type="checkbox"/> C-1.pdf	New	Drawings (Civil)	Add comment
<input type="checkbox"/> CALG-1.pdf	New	Drawings (Architectural)	Add comment
<input type="checkbox"/> E-0.1.pdf	New	Drawings (Electrical)	Add comment
<input type="checkbox"/> E-0.pdf	New	Drawings (Electrical)	Add comment
<input type="checkbox"/> E-1.pdf	New	Drawings (Electrical)	Add comment
<input type="checkbox"/> E-2.pdf	New	Drawings (Electrical)	Add comment
<input type="checkbox"/> M-0.pdf	New	Drawings (Mechanical)	Add comment
<input type="checkbox"/> M-1.pdf	New	Drawings (Mechanical)	Add comment
<input type="checkbox"/> P-0.pdf	New	Drawings (Plumbing)	Add comment
<input type="checkbox"/> P-1.pdf	New	Drawings (Plumbing)	Add comment
<input type="checkbox"/> Planning Division Clearance Form.pdf	New	Supplemental document type	Add comment
<input type="checkbox"/> S-0.pdf	New	Drawings (Structural)	Add comment
<input type="checkbox"/> S-1.pdf	New	Drawings (Structural)	Add comment
<input type="checkbox"/> S-2.pdf	New	Drawings (Structural)	Add comment
<input type="checkbox"/> SD-1.pdf	New	Drawings (Structural)	Add comment
<input type="checkbox"/> Structural Calculations.pdf	New	Drawings (Supporting Document)	Add comment
<input type="checkbox"/> T-1.pdf	New	Drawings (General)	Add comment
<input type="checkbox"/> T-24-1(M-2).pdf	New	Drawings (General)	Add comment

Its important to note that plan files shall be downloaded in a single file format with industry standard naming conventions and in landscape view. Your completeness check will be denied if improper uploading of files occurs.

- The pages will be automatically designated in order and by discipline - architectural, structural, electrical etc. You can rename each document type as needed based on the document type selected
- Please note that application forms like a Planning Clearance shall be submitted as a "Supplemental Document" and supporting technical documents for plans (ie soil reports, structural calculations, etc.) shall be submitted under drawings as "Supporting Documents"
- Once the plans are correctly uploaded, you may click next to proceed with your initial application





# UPLOADING ePLANS & DOCUMENTS



Welcome Chris Christopoulos Contact Us

[Home](#) | [Search](#) | [Pay](#) | [My Payments](#) | [Profile](#) | [Sign Out](#)

 CITY OF RIVERSIDE

 **Building Permit** BP-2020-01967 (Submitted)

---

**CONFIRMATION**

Your Building Permit Application was submitted successfully. You will be notified when your Building Permit is ready to issue.

Permit Number: BP-2020-01967

To view the information and status for this Building Permit Application, [click here](#).

Screen ID: 995622

- Proceed with the next screens required for your initial application submittal and click the submit button once all details have been provided.
- The permit application will be in “submitted” status and undergo a completeness check from the City
- **Please note that though you have submitted your application and supporting plans and documents, a completeness check is required to validate all details, plans and documents have been correctly submitted. Additional information may be required which often includes the online payment of plan check fees to formally initiate the plan review process**



# CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR  
WATCHING!**

**FOR FURTHER ASSISTANCE, CONTACT THE CITY OF RIVERSIDE  
ONE STOP SHOP 951-826-5800**

