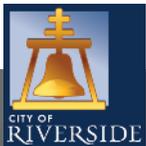


# CITY OF RIVERSIDE PERMIT PORTAL

## 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

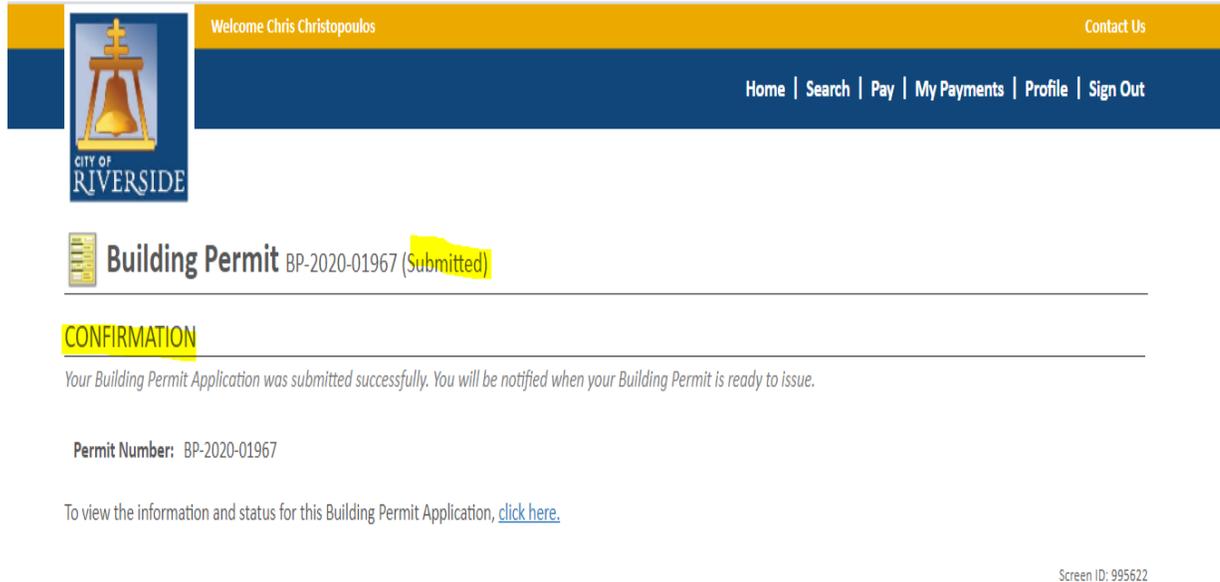
<input type="checkbox"/> File Name		Document Type	Comments
- (32) New Documents			
<input type="checkbox"/> A-0(T-1).pdf	New	Drawings (Architectural)	Add comment
<input type="checkbox"/> A-1.pdf	New	Drawings (Architectural)	Add comment
<input type="checkbox"/> A-2.pdf	New	Drawings (Architectural)	Add 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



The screenshot displays the user interface of the City of Riverside's online permit system. At the top, a yellow navigation bar contains the text "Welcome Chris Christopoulos" on the left and "Contact Us" on the right. Below this, a dark blue bar features a navigation menu with links for "Home", "Search", "Pay", "My Payments", "Profile", and "Sign Out". On the left side, the City of Riverside logo is visible. The main content area shows a "Building Permit" for application number "BP-2020-01967" with a status of "Submitted". A yellow highlight is placed over the word "Submitted". Below this, a section titled "CONFIRMATION" contains the message: "Your Building Permit Application was submitted successfully. You will be notified when your Building Permit is ready to issue." The permit number "BP-2020-01967" is listed again. A link is provided to view more information: "To view the information and status for this Building Permit Application, [click here.](#)" The screen ID "995622" is printed at the bottom right of the screenshot.

- 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**



## ePlan RESUBMITTALS

# ePLAN RESUBMITTALS

Welcome Chris Christopoulos Contact Us

Home | Search | Pay | My Payments | Profile | Sign Out

**Home**

Welcome to the City of Riverside Public Permit Portal.

Please select the specific permit type desired to begin your permit application and note that each permit link associates to a specific Department. For example, "Building Permits" associate with the Building & Safety Division. "Water Permits" associate with the Public Utilities Water Division, and so on.

As a register user you will be able to track your permits, projects, activities and inspections as outlined below.

[Building Permits](#)    [Public Works Permits](#)    [Fire Permits](#)  
[Water Permits](#)    [Planning Approvals](#)

[My Inspections](#)    **[My Activities](#)**    [My Projects](#)

[Show more...](#)

"My Activities" will display by date of your last activity in the Public Permit Portal.

Type	File Number	Location	Description	Status	Created Date	Additional Info
Building Permit	BP-2020-01954	NEED ADDRESS ASSIGNED ADU	Residential - Single Family Residence - Addition/Alteration	Applicant Revisions	Sep 18, 2020	Additional Information Required
Building Permit	BP-2020-01967	9900 SHARON AVE , Riverside, CA 92503-3108	Residential - N/A - New	Submitted	Sep 18, 2020	
Building Permit	BP-2020-01952		- N/A	Draft	Sep 18, 2020	
Building Permit	BP-2020-01762	8776 DRIFTWOOD DR , Riverside, CA 92503-2117	Residential - Photovoltaic - New	In Review	Sep 9, 2020	
General Permit	GP-2020-01931			Draft	Sep 17, 2020	
General Permit	GP-2020-01930			Draft	Sep 17, 2020	
Electrical Permit	EP-2020-01929			Draft	Sep 17, 2020	
Building Permit	BP-2020-01901	9900 INDIANA AVE , Riverside, CA 92503-5498	Commercial - Office, Bank, and Professional Buildings - Tenant Improvement	In Review	Sep 17, 2020	
Plumbing Permit	PP-2020-01927			Draft	Sep 17, 2020	
Mechanical Permit	MP-2020-01926			Draft	Sep 17, 2020	

- After the City team completes the review cycle, you will immediately receive an email confirmation that your review has been completed should you sign up for email notification. Please see \_\_\_\_\_ ,
- Thereafter, log in to your HOME page, and proceed to MY ACTIVITIES
- You will see the current status indicates APPLICANT REVISIONS and that additional information is required
- Click on "Additional Information Required" to proceed to the reviews tab and see any reports provided by staff, along with changemarks and comments
- Please note that If you click into the permit and go to "reviews" you will not see any reports or supporting documents. Reports can only be accessed through the " Additional Information Required" link on the HOME page



# ePLAN RESUBMITTALS

**Building Permit** BP-2020-01479: Applicant Revisions

**Description:** Residential - Single Family Residence - New

**REVIEW STATUS**

Review	Status	Corrections	Comments	Reviewer Comments
Building - Residential_Res	Corrections Required ←	▲ 2		Refer to Changemark Report
Fire Prevention_Res	Corrections Required	▲ 1		Refer to Changemark Report
Planning_Res	Complete			Refer to Conditions Report

Download Changemark Report

**CONDITIONS OF APPROVAL**

*Please download and save the Conditions Report and ensure all requirements are met prior to building permit issuance or final Certificate of Occupancy approval. Contact each Department listed in the report separately to resolve any outstanding conditions or holds that may delay the issuance of your permit or approval for occupancy.*

Download Conditions Report

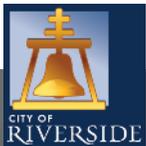
**CORRECTIONS REQUIRED**

File Name	Review	Correction
A2.1.pdf	Building - Residential_...	<b>Fire Separation Distance</b> A minimum 5 ft. to property line is required or a ...
A3.1.pdf	Fire Prevention_Res	<b>Fire Sprinklers</b> A minimum NFPA 13 R system is required per NFPA Standar...
S-2.pdf	Building - Residential_...	<b>Shear Wall</b> Segment must be Type 4 and 5 ft. in length along grid-line C per ...

**Please provide your response:** ←

See version 2 upload

- From the APPLICANT REVISIONS screen, check REVIEW STATUS, download all reports and view all marked up electronic plans
- Note the current status from each City team – either CORRECTIONS REQUIRED or COMPLETED status will populate
- COMPLETED status indicates the plan check is approved either with or without conditions. Please access the Conditions Report to validate any requirements that may impact permit issuance
- Be sure to DOWNLOAD CHANGE MARK REPORT, as you will not be able to access this report once you have RESUBMITTED.
- Each review cycle will only populate the latest Changemark report, so ensure you save all reports
- Note the CONDITIONS OF APPROVAL section and DOWNLOAD the CONDITIONS REPORT
- Provide responses in the noted field. You may also upload a response letter as a “Supplemental Document”



# ePLAN RESUBMITTALS

CORRECTIONS REQUIRED

Search...

File Name	Review	Correction
A0.1-PV1.pdf	Building - Photovoltaic...	Changemark note #02 SEE PREVIOUS COMMENTS

Please provide your response:

UPLOADED DOCUMENTS

1 item selected Upload New Version Exclude Document

File Name	Document Type	Comments	Markups
- (7) Existing Documents			
<input checked="" type="checkbox"/> A0.1-PV1.pdf	V2 Drawings (Architectural)		
<input type="checkbox"/> A0.1-PV2.pdf	Drawings (Architectural)		
<input type="checkbox"/> E1.0-PV4.pdf	V2 Drawings (Electrical)		
<input type="checkbox"/> E1.1-PV4.1.pdf	Drawings (Electrical)		
<input type="checkbox"/> E1.2-PV5.pdf	Drawings (Electrical)		
<input type="checkbox"/> S1.0-PV3.pdf	Drawings (Structural)		
<input type="checkbox"/> S1.1-PV3.1.pdf	Drawings (Structural)		

- After reviewing all reports, comments and marked up plans, please ensure you provide a response, or you will not be able to progress with resubmission
- When ready, you may upload any new documents (response letters, missing reports, etc.) as a "Supplemental Document"
- To upload the next version of the marked-up drawing, go to "Existing Documents" and click on the last version of the drawing, then click "Upload New Version" to populate the latest drawing in the system
- Advisory: When uploading new versions, DO NOT RENAME your plan sheets – upload as new versions only, using the same name as the original upload.**
- Continue this process with each previously marked up drawing until you see all the newest versions on the screen
- You may also choose to exclude any previous documents by clicking "Exclude Document"



# ePLAN RESUBMITTALS

Please provide your response:  
Please see version 3 documents and attached response letter.

UPLOADED DOCUMENTS

Group by:  Type    Filter by:  Markups

File Name	Document Type	Comments	Markups
<b>(1) New Documents</b>			
<input type="checkbox"/> PC Response Letter #3.pdf	New Supplemental document type	Add comment	
<b>(3) New Version</b>			
<input type="checkbox"/> A-1.pdf	Version 3 Drawings (Architectural)	Add comment	
<input type="checkbox"/> A-4.pdf	Version 3 Drawings (Architectural)	Add comment	
<input type="checkbox"/> S1.pdf	Version 3 Drawings (Structural)	Add comment	
<b>(1) Supplemental Documents</b>			
<input type="checkbox"/> Planning Division Clearance Form.pdf	Supplemental document type	Add comment	
<b>(11) Existing Documents</b>			
<input type="checkbox"/> A-1.1.pdf	Drawings (Architectural)		
<input type="checkbox"/> A-1.2.pdf	Drawings (Architectural)		
<input type="checkbox"/> A-2.pdf	Drawings (Architectural)		
<input type="checkbox"/> A-3.pdf	Drawings (Architectural)		
<input type="checkbox"/> A-5.pdf	Drawings (Architectural)		
<input type="checkbox"/> A-6.pdf	Drawings (Architectural)		
<input type="checkbox"/> SD1.pdf	Drawings (Structural)		
<input type="checkbox"/> Structural Calculations.pdf	Drawings (Supporting Document)		
<input type="checkbox"/> T-1.pdf	Drawings (General)		
<input type="checkbox"/> T-2.pdf	Drawings (General)		
<input type="checkbox"/> T-3.pdf	Drawings (General)		

- Ensure you have provided a response, uploaded any supporting documents and the latest versions of each marked up drawing
- When ready, click the submit button to begin the next review cycle with the City
- You will see the confirmation below after submittal validating the City has received your response and the project is "in review"

Welcome Chris Christopoulos Contact Us

Home | Search | Pay | My Payments | Profile | Sign Out

**CITY OF RIVERSIDE**

**Building Permit** BP-2020-01762: In Review

**CONFIRMATION** ←

Information Submitted Successfully  
click here...

Screen ID: 1391631



←

# CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR  
WATCHING!**

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

