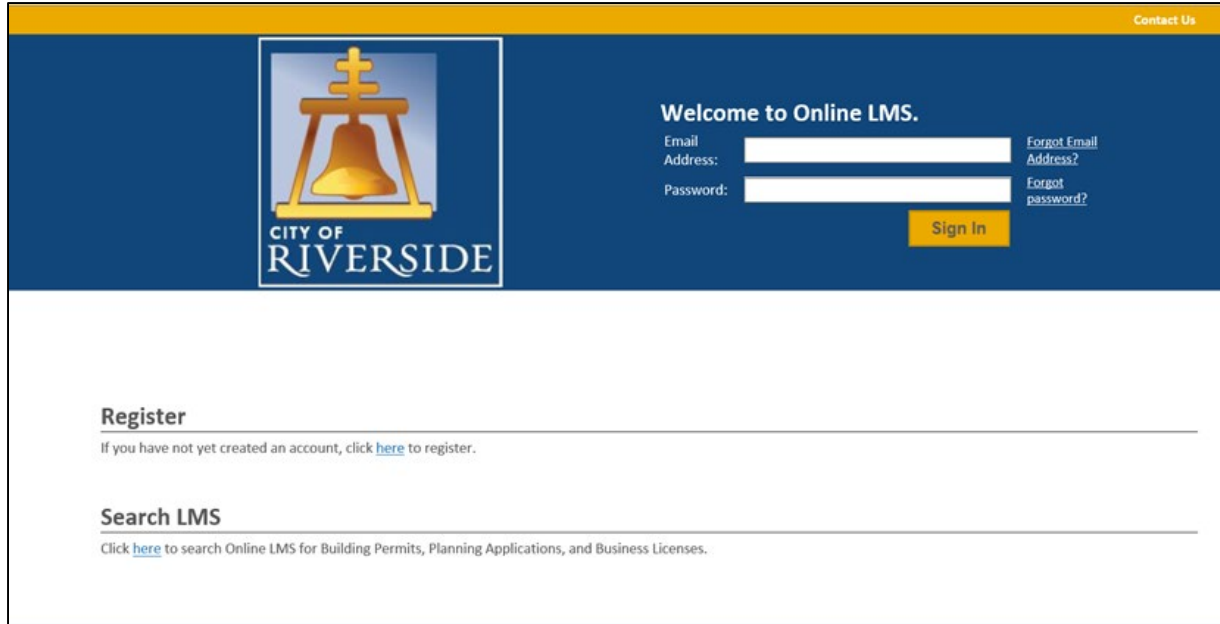


# CITY OF RIVERSIDE PERMIT PORTAL

## HOW TO CHECK PLAN REVIEW STATUS



# HOW TO CHECK PLAN REVIEW STATUS



Contact Us

**Welcome to Online LMS.**

Email Address:  [Forgot Email Address?](#)

Password:  [Forgot password?](#)

**Sign In**

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**Register**  
If you have not yet created an account, click [here](#) to register.

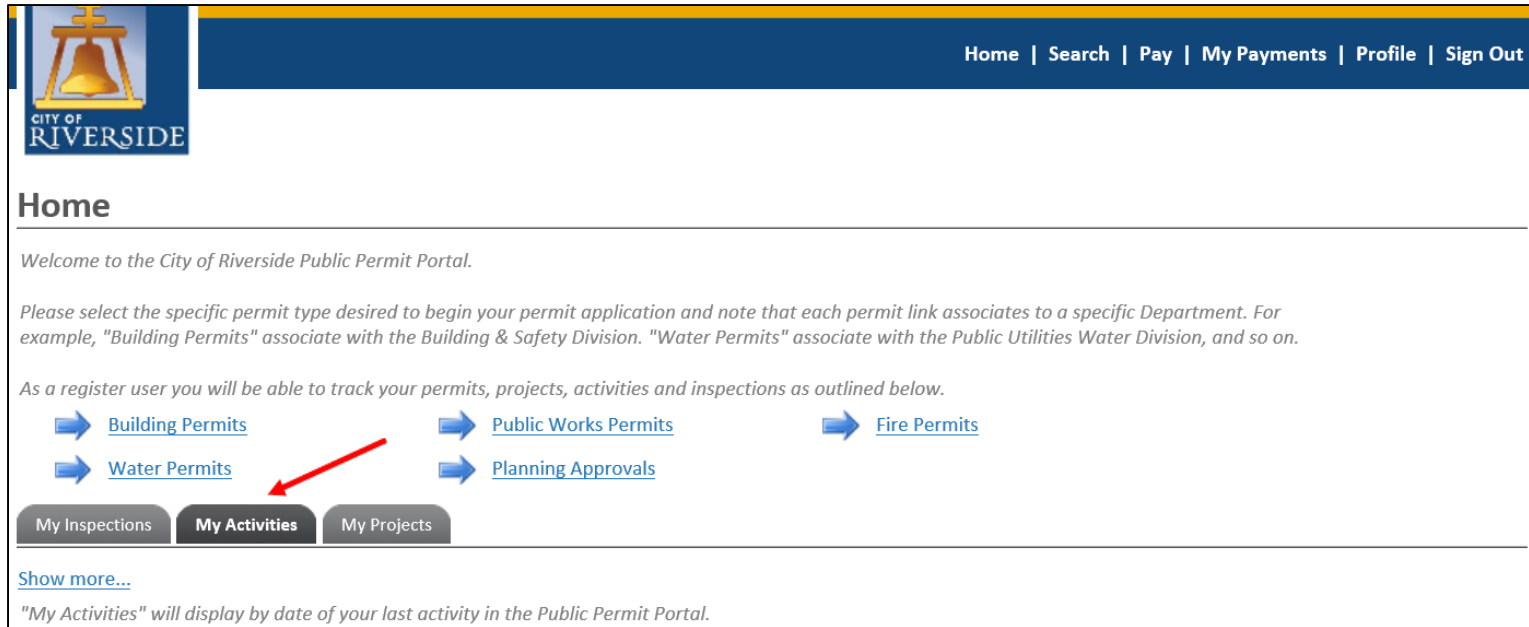
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**Search LMS**  
Click [here](#) to search Online LMS for Building Permits, Planning Applications, and Business Licenses.

- If you are a NEW USER, you will need to set up a new user login in the system to access your activities
- If you are a RETURNING USER, sign in using your email address and password
- Once registered, ensure you sign up for email notification for real time status updates under your “Profile” at the top right of the home screen and select “Reviews Complete” under receive email



# HOW TO CHECK PLAN REVIEW STATUS



 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.

- On the HOME screen, view your permit applications and project status by clicking on the MY ACTIVITIES tab



# HOW TO CHECK PLAN REVIEW STATUS

The screenshot shows the City of Riverside Public Permit Portal. At the top, there is a navigation bar with links for Home, Search, Pay, My Payments, Profile, and Sign Out. Below the navigation bar, the page title is "Home" and it includes a welcome message and instructions on how to use the portal. There are several navigation buttons for different permit types: Building Permits, Public Works Permits, Fire Permits, Water Permits, and Planning Approvals. Below these buttons, there are tabs for "My Inspections", "My Activities", and "My Projects". The "My Activities" tab is selected, and it shows a list of permits under the heading "PERMITS". A red arrow points to the "In Review" status of a Building Permit with file number BP-2020-01966. Below the permits list, there is a section for "PLANNING APPLICATIONS" with a search bar.

| Type            | File Number   | Address                                     | Description                                 | Status    | Created Date |
|-----------------|---------------|---|---|-----------|--------------|
| Building Permit | BP-2020-01966 | 8826 KEYSTONE CT., Riverside, CA 92508-3086 | Residential - Patio Covers - Solid - New    | In Review | Sep 18, 2020 |
| Building Permit | BP-2020-02139 |   | - N/A                                       | Draft     | Sep 30, 2020 |
| Plumbing Permit | PP-2020-01975 |   |   | Draft     | Sep 18, 2020 |
| Plumbing Permit | PP-2020-01974 | 3750 LINWOOD PL., Riverside, CA 92506-1815  | Residential - repipe                        | Draft     | Sep 18, 2020 |
| Plumbing Permit | PP-2020-01973 |   |   | Draft     | Sep 18, 2020 |
| Building Permit | BP-2020-01972 | 3750 LINWOOD PL., Riverside, CA 92506-1815  | Residential - Single Family Residence - New | Submitted | Sep 18, 2020 |
| Building Permit | BP-2020-01950 | 8826 KEYSTONE CT., Riverside, CA 92508-3086 | Residential - Patio Covers - Lattice - New  | Draft     | Sep 18, 2020 |
| Building Permit | BP-2020-01949 |   | Residential - N/A                           | Draft     | Sep 18, 2020 |
| Building Permit | BP-2020-01948 |   | - N/A                                       | Draft     | Sep 17, 2020 |
| Building Permit | BP-2020-01947 |   | - N/A                                       | Draft     | Sep 17, 2020 |

- Under MY ACTIVITIES, all permits will indicate the application status associated with your user account and will be displayed in the area below
- Click on the specific permit application that you would like to view and note the status is in real time
- All types of permit status will be available, except "Completed" status (final). Completed permits can be located using the search feature in the portal



# HOW TO CHECK PLAN REVIEW STATUS

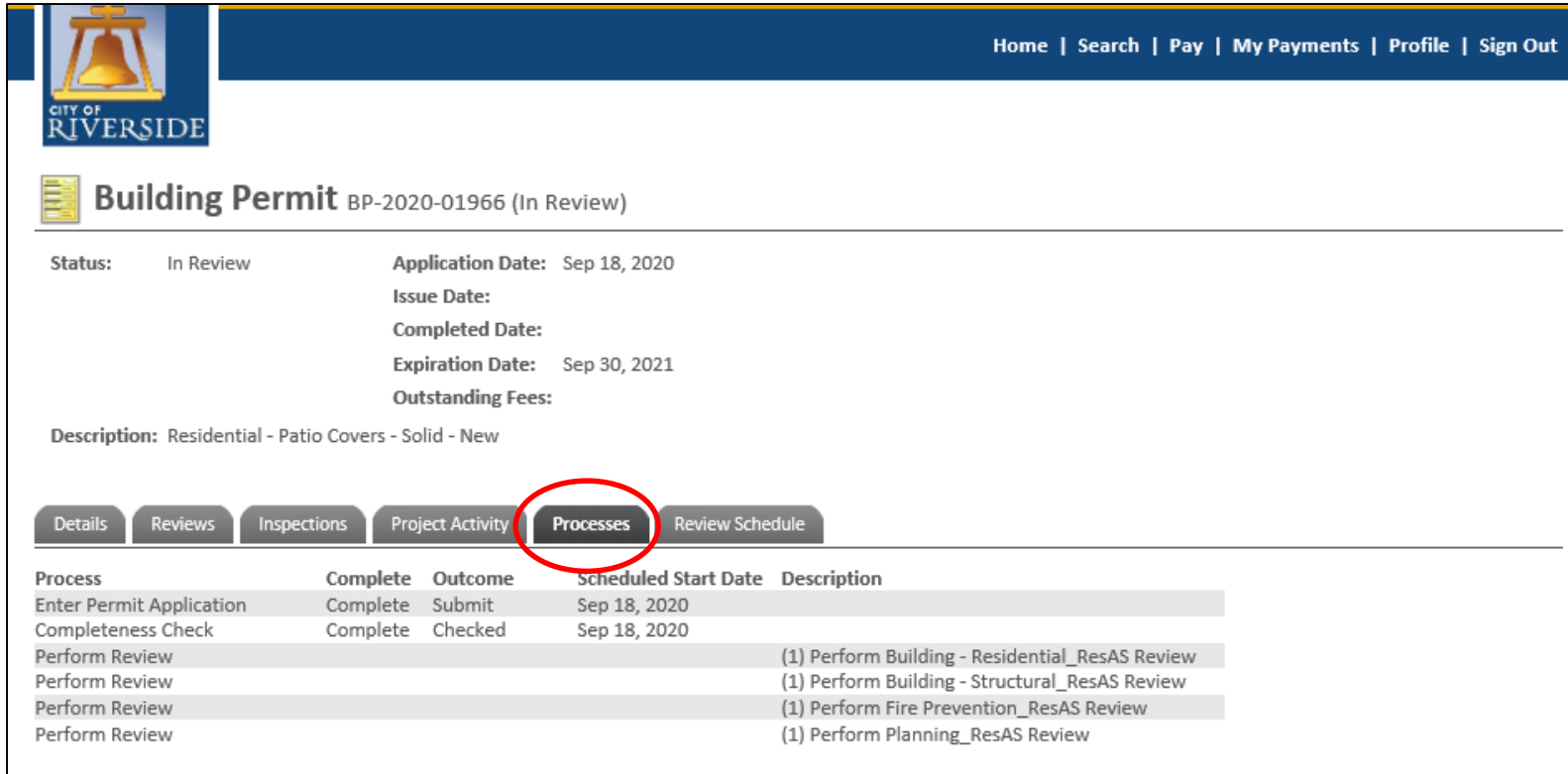
The screenshot shows a web interface for checking permit review status. The 'Details' tab is selected and highlighted with a red circle. The page is divided into several sections:

- DETAILS:** Includes fields for 'Is Master Plan?' (checkbox), 'Type' (Residential), 'Primary Location' (8826 KEYSTONE CT, Riverside, CA 92508-3086), 'Specific Location', 'Work Description' (new 200 sq ft solid patio cover), 'Type of Work' (New), 'Type of Structure' (Patio Covers - Solid, Number of Units: 0), 'Other', and 'Applicant Is' (Property Owner).
- LOCATIONS:** A table with columns 'Parcel ID', 'Address', and 'Net Acres'. It lists '294-543-017' at '8826 KEYSTONE CT, Riverside, CA 92508-3086' with a 'Total Area'.
- PROPERTY OWNER:** 'Apply as:' section with fields for 'Name' (John Smith), 'Mailing Address' (8826 Keystone Ct), 'City' (Riverside, State: CA), 'Zip Code' (92508), and 'Phone Number' (9511231234).
- RESIDENTIAL:** Fields for 'Number of Bedrooms' (none), 'Number of Bathrooms' (none), and 'Total Square Feet' (200).
- UTILITIES:** Fields for 'Water Supply Type' (None), 'Sewer Type' (None), and 'New Power Service' (checkbox).
- ZONING:** A section at the bottom.
- RELATED INFORMATION:** A table with columns 'Type' and 'Description'. It lists 'Building Occupancy' with 'Occupancy: Patio Covers - Solid 200 Sq. Ft.'.
- HOLDS:** A table with columns 'Required Before', 'Type', and 'Status'. It shows 'No Holds'.
- EQUIPMENT:** A table with columns 'Description' and 'Quantity'.
- PERMIT ACTIVITIES:** A section with a red arrow pointing to it. It contains text: 'This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:'.
- FEES:** Text: 'Final permit fee balance will be populated after plan check approval and due prior to permit issuance.'
- TEMPORARY CERTIFICATE OF OCCUPANCY (CO):** Text: 'Allows you to occupy a portion of your approved development. You cannot request a temporary CO at this time.'
- TEMPORARY POWER CONNECTION:** Text: 'You cannot request a Power connection at this time.'
- RENEW PERMIT:** Text: 'You cannot renew this permit at this time.'
- WITHDRAW PERMIT:** A button labeled 'Withdraw Permit' with a green arrow icon.
- DOWNLOAD PERMIT:** Text: 'You cannot download this permit at this time.'
- AMEND PERMIT:** Text: 'You cannot amend this permit at this time.'
- REQUEST INSPECTION:** Text: 'You cannot request an inspection at this time.'

- Once you have opened permit activity, the DETAILS of the project will be displayed
- The DETAILS tab includes all pertinent information about the permit application including work description, contact information, and PERMIT ACTIVITIES
- Under the PERMIT ACTIVITIES section, you can make requests for various steps in the permitting process, such as schedule an inspection, downloading a permit, amending a permit, or paying fees
- Click on the PROCESS tab to see where the application is in the review cycle



# HOW TO CHECK PLAN REVIEW STATUS







The screenshot shows the City of Riverside website interface for a Building Permit. The permit number is BP-2020-01966, which is currently 'In Review'. The application date is Sep 18, 2020, and the expiration date is Sep 30, 2021. The description is 'Residential - Patio Covers - Solid - New'. A navigation bar at the bottom of the permit details includes tabs for 'Details', 'Reviews', 'Inspections', 'Project Activity', 'Processes', and 'Review Schedule'. The 'Processes' tab is highlighted with a red circle. Below the tabs is a table listing the review processes.

| Process                  | Complete | Outcome | Scheduled Start Date | Description                                     |
|--------------------------|----------|---------|----------------------|---|
| Enter Permit Application | Complete | Submit  | Sep 18, 2020         |   |
| Completeness Check       | Complete | Checked | Sep 18, 2020         |   |
| Perform Review           |          |         |                      | (1) Perform Building - Residential_ResAS Review |
| Perform Review           |          |         |                      | (1) Perform Building - Structural_ResAS Review  |
| Perform Review           |          |         |                      | (1) Perform Fire Prevention_ResAS Review        |
| Perform Review           |          |         |                      | (1) Perform Planning_ResAS Review               |

- The PROCESS tab indicates where the project is in the plan check process as well as recent outcomes and scheduled review dates
- Next, click on the REVIEW SCHEDULE tab

# HOW TO CHECK PLAN REVIEW STATUS

The screenshot displays the City of Riverside Building Permit portal. At the top, there is a navigation bar with links for Home, Search, Pay, My Payments, Profile, and Sign Out. The main header shows the City of Riverside logo and the permit details: Building Permit BP-2020-01966 (In Review). Below this, the status is 'In Review' and the application date is 'Sep 18, 2020'. Other fields include Issue Date, Completed Date, Expiration Date (Sep 30, 2021), and Outstanding Fees. The description is 'Residential - Patio Covers - Solid - New'. A navigation menu below the header includes tabs for Details, Reviews, Inspections, Project Activity, Processes, and Review Schedule, with the Review Schedule tab highlighted by a red circle. The Review Schedule tab displays a table with columns for Review Type, Scheduled Start Date, Scheduled Complete Date, Outcome, and Description. The table contains four rows, each with a magnifying glass icon in the Review Type column. A red arrow points to the magnifying glass icon in the first row. A Save button is located at the bottom left of the table.

| Review Type  | Scheduled Start Date | Scheduled Complete Date | Outcome | Description                                     |
|--|----------------------|-------------------------|---------|---|
|   |                      | Oct 14, 2020            |         | (1) Perform Building - Residential_ResAS Review |
|   |                      | Oct 14, 2020            |         | (1) Perform Building - Structural_ResAS Review  |
|   |                      | Oct 14, 2020            |         | (1) Perform Fire Prevention_ResAS Review        |
|  |                      | Oct 14, 2020            |         | (1) Perform Planning_ResAS Review               |

- The REVIEW SCHEDULE tab indicates the scheduled start date of each departments' review, the review scheduled completion date, and the outcomes of the review
- You may also find additional corrections or conditions from the various plan checkers by clicking the magnifying glass icon

# CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR  
WATCHING!**

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

