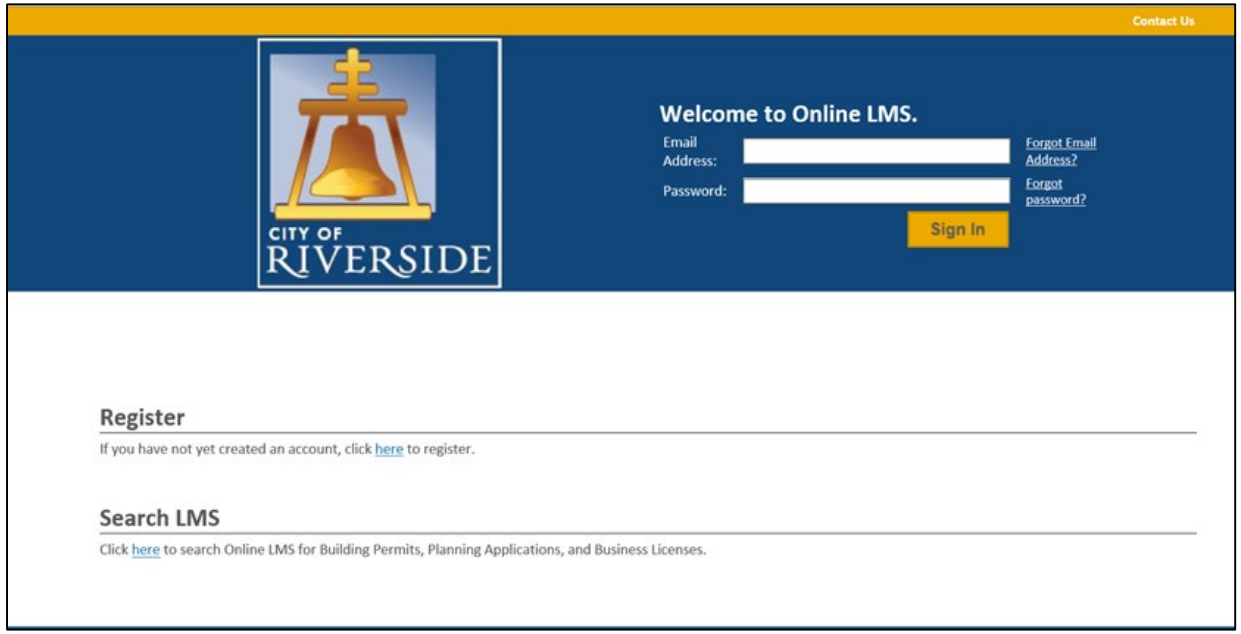
HOW TO SEARCH FOR BUILDING PERMITS & MORE

HOW TO SEARCH FOR BUILDING PERMITS, PLAN CHECK STATUS, BUSINESS LICENSES ETC.



- If you are a NEW USER, you will need to set up a new user login in the system in order 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

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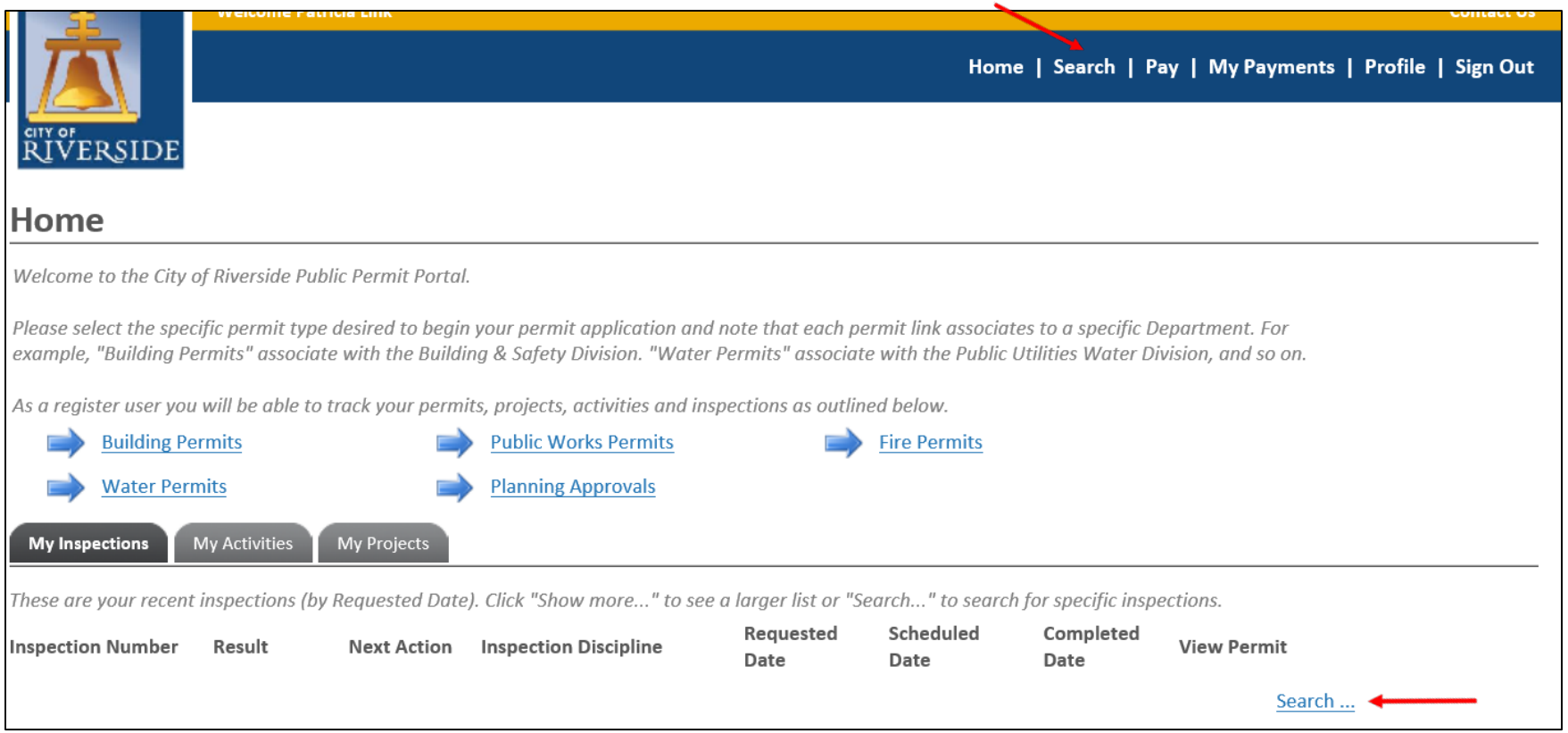

- Click SEARCH to view, permit applications and more
- There are two ways to begin a search

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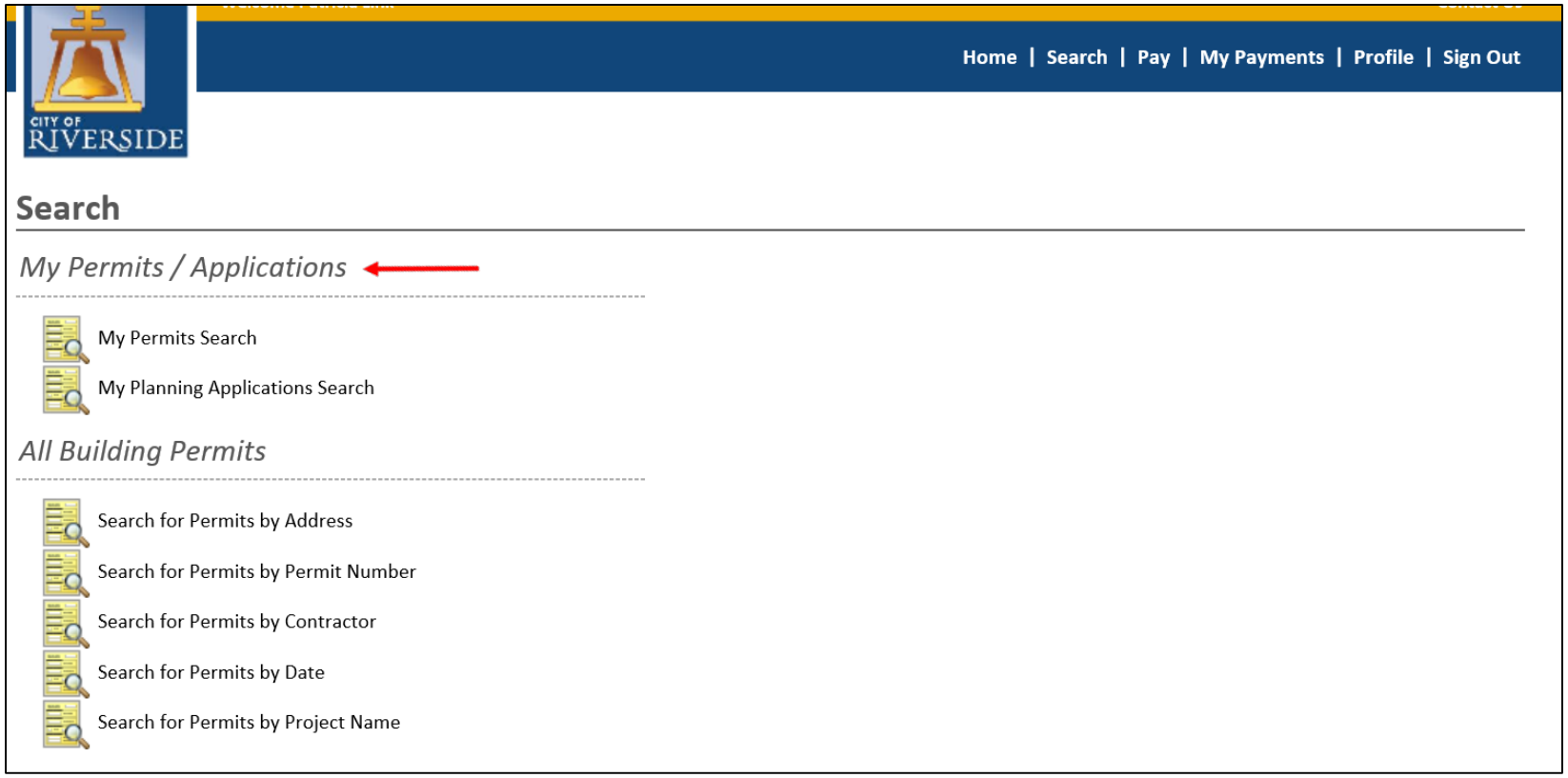

- Click MY PERMITS to view building permit or MY PLANNING APPLICATIONS to view Planning applications etc.
- You may view permits and applications that are linked to your login
- You may also search building permits based on address, permit number, contractor, date or project name

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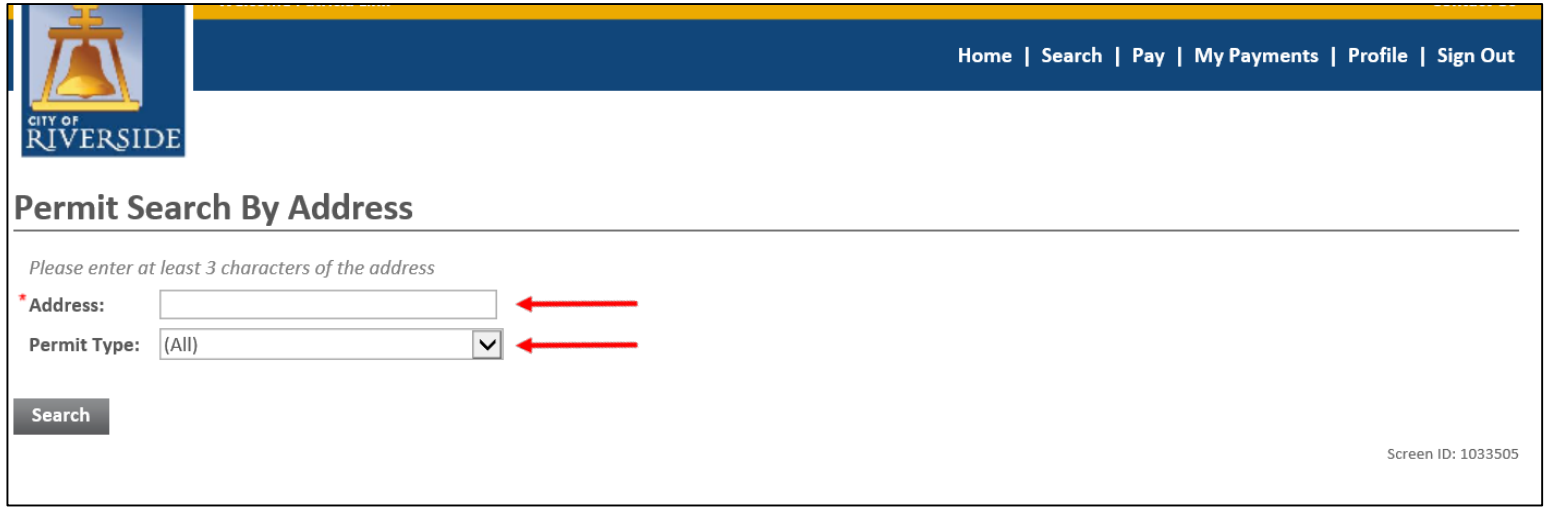

- For example, let's search by address
- Enter the site address for which you want to search
- Follow the same steps for searching by permit number, contractor, date or project name
- Your requested information will be displayed

THANKS FOR WATCHING!

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