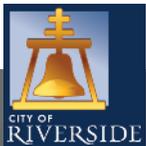
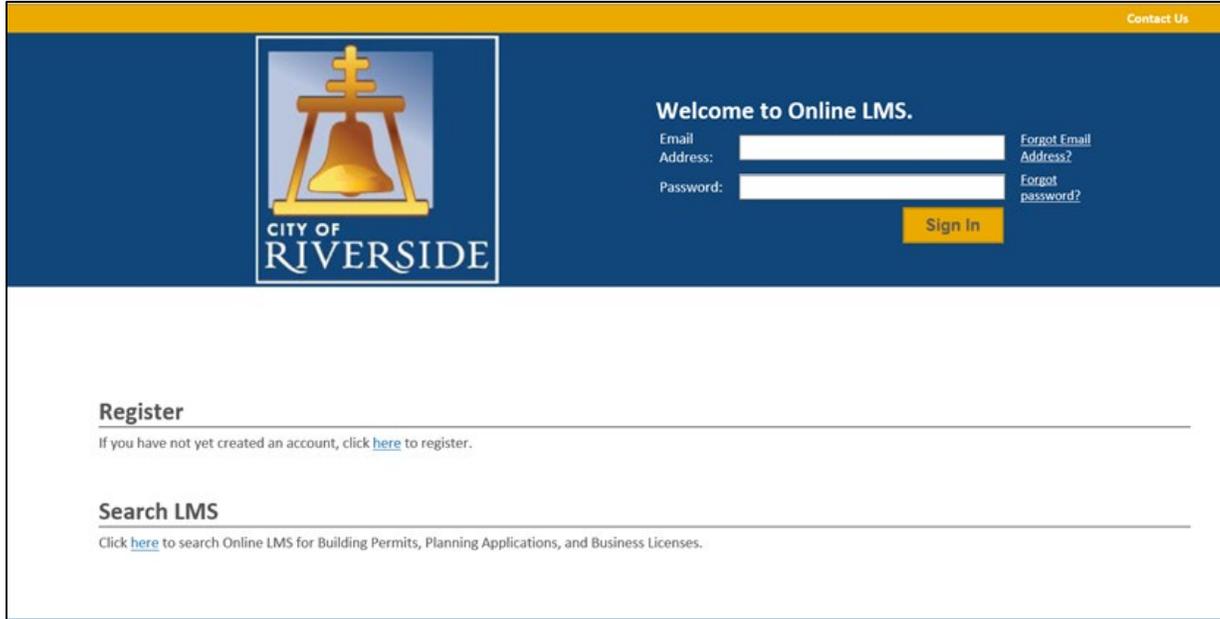


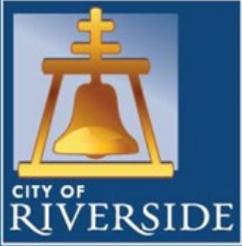
HOW TO SUBMIT A BUILDING PERMIT APPLICATION



HOW TO SUBMIT A BUILDING PERMIT APPLICATION



Contact Us

 CITY OF RIVERSIDE

Welcome to Online LMS.

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

Password: [Forgot password?](#)

Register

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

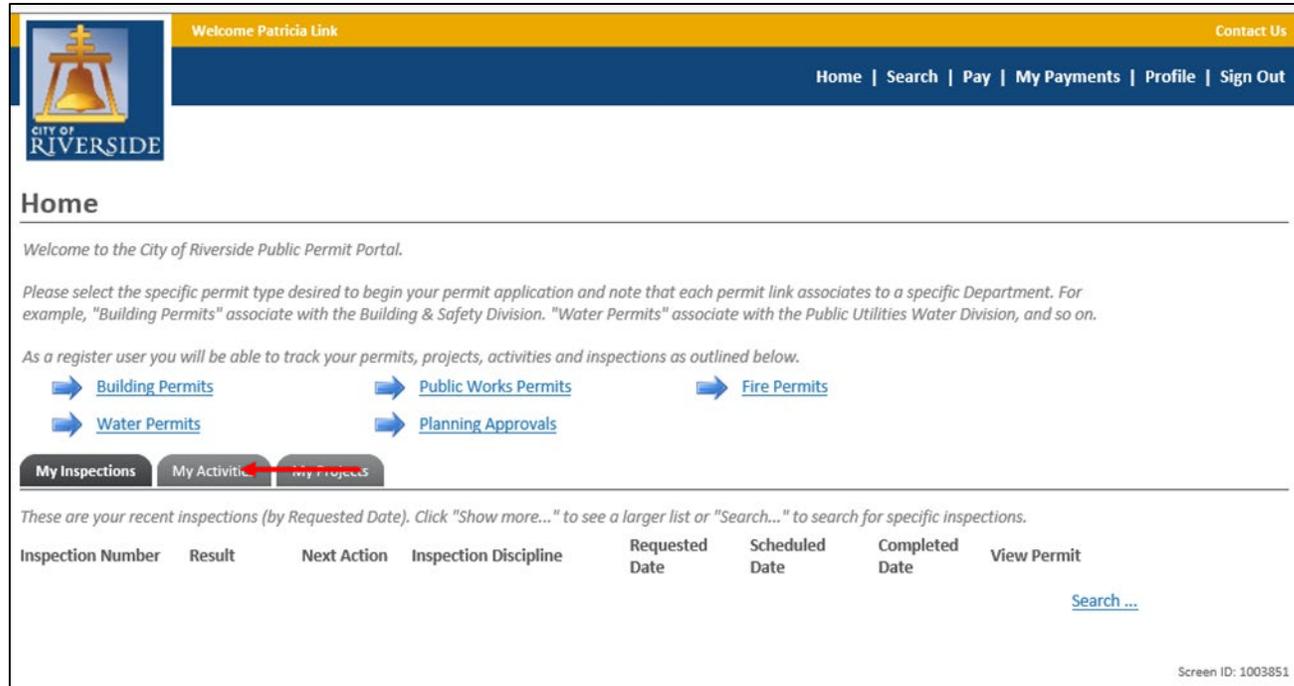
Search LMS

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 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



HOW TO SUBMIT A BUILDING PERMIT APPLICATION



The screenshot shows the City of Riverside Public Permit Portal. At the top, there is a navigation bar with the City of Riverside logo on the left and a 'Welcome Patricia Link' message on the right. Below the navigation bar, there are links for 'Home', 'Search', 'Pay', 'My Payments', 'Profile', and 'Sign Out'. The main content area is titled 'Home' and contains a welcome message and instructions for selecting a permit type. There are five permit links: 'Building Permits', 'Public Works Permits', 'Fire Permits', 'Water Permits', and 'Planning Approvals'. Below these links, there are three tabs: 'My Inspections', 'My Activities', and 'My Projects'. A table of recent inspections is displayed, with columns for 'Inspection Number', 'Result', 'Next Action', 'Inspection Discipline', 'Requested Date', 'Scheduled Date', 'Completed Date', and 'View Permit'. A 'Search ...' link is located at the bottom right of the table. The screen ID '1003851' is visible in the bottom right corner.

Welcome Patricia Link [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](#)

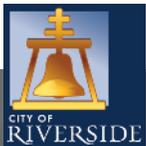
[My Inspections](#) [My Activities](#) [My Projects](#)

These are your recent inspections (by Requested Date). Click "Show more..." to see a larger list or "Search..." to search for specific inspections.

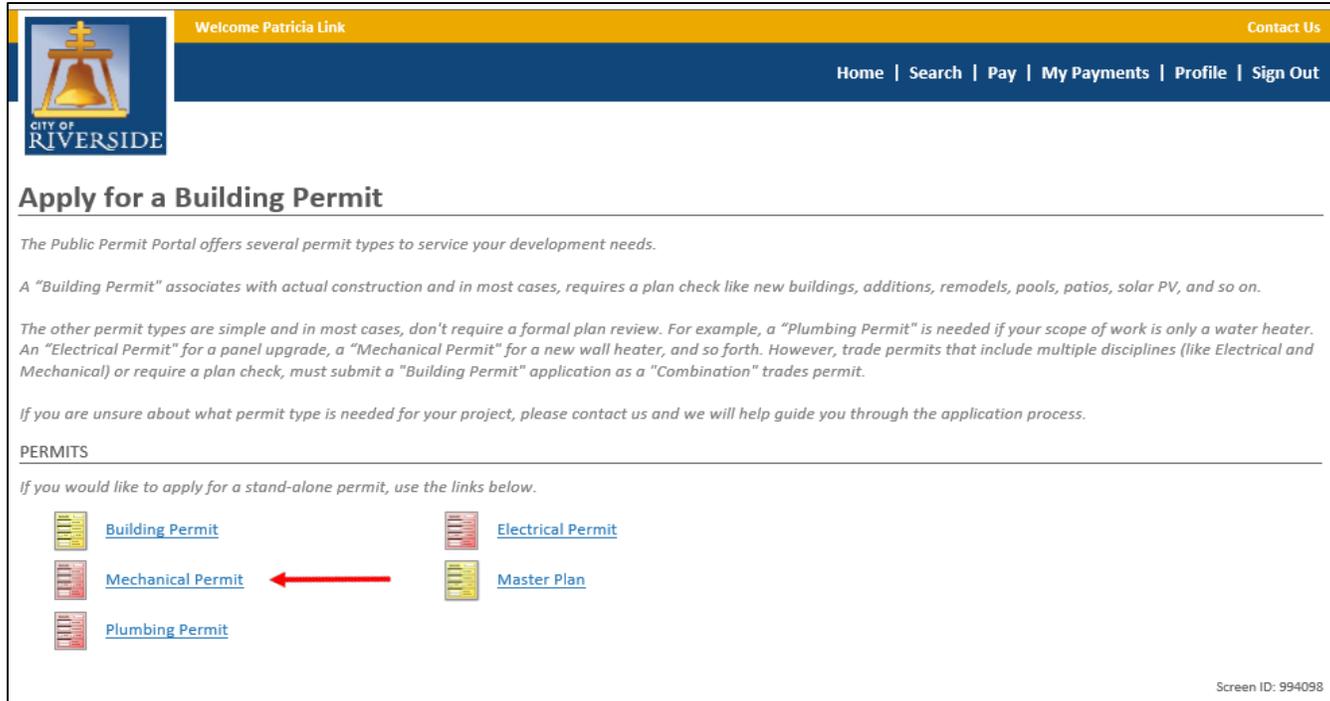
Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Completed Date	View Permit
							Search ...

Screen ID: 1003851

- To submit a BUILDING PERMIT APPLICATION, begin at the HOME page and click on BUILDING PERMITS



HOW TO SUBMIT A BUILDING PERMIT APPLICATION



The screenshot shows the City of Riverside Public Permit Portal. At the top, there is a navigation bar with the City of Riverside logo on the left, a welcome message "Welcome Patricia Link", and a "Contact Us" link on the right. Below the navigation bar, there are links for "Home", "Search", "Pay", "My Payments", "Profile", and "Sign Out". The main heading is "Apply for a Building Permit". Below this, there is a paragraph explaining that the portal offers various permit types for development needs. A specific note states that a "Building Permit" is required for actual construction and plan check, while other permits like Plumbing, Electrical, and Mechanical may not require a plan check. A red arrow points to the "Mechanical Permit" link in the "PERMITS" section. The "PERMITS" section lists links for Building Permit, Electrical Permit, Mechanical Permit, Master Plan, and Plumbing Permit. The screen ID "994098" is visible in the bottom right corner.

- Next, select BUILDING PERMIT
- Also see the [How to Submit a Trade Permit](#) video for simple Plumbing, Electrical and Mechanical permit submission not requiring plan check
- Master Plan is a type of Building Permit that involves large projects that involve multiple buildings on a lot or lots, like Tracts, Apartments and Commercial Projects



HOW TO SUBMIT A BUILDING PERMIT APPLICATION

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

Building Permit BP-2020-01949 (Draft)

LOCATIONS

Addressed Locations

Prior to submitting your permit application, please ensure the project address is within City limits as our database includes some outside addressing served by Riverside Public Utilities.

Click "Search" to find the property address associated with your project's application. If an address does not exist, then try populating the associated Parcel Number. Under "Specific Location" you may include a suite or unit number when dealing with a multi-addressed parcel or building. Please contact us if you are unsure or cannot populate the desired address prior to proceeding.

Include all mandatory property owner information and contact details below before moving on.

* Address:

Parcel ID	Address Total Area:	Net Acres

Specific Location:

PROPERTY OWNER

* Name:

* Mailing Address:

* City: * State:

* Zip Code: -

* Phone Number: () -

Email Address:

- Select the ADDRESS where the work will be done
- Click SEARCH
- You may also search by Parcel Number
- Enter the PROPERTY OWNER information
- Click NEXT



HOW TO SUBMIT A BUILDING PERMIT APPLICATION

Welcome Patricia Link Contact Us

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

Building Permit BP-2020-01949 (Draft)

APPLICATION INSTRUCTIONS

- All fields with a red asterisk are required fields.
- Building Permit applications may require a "Planning Division Clearance Form" be submitted to ensure land use and zoning code approvals prior to the initial application process. Please be sure to upload the signed document when submitting your building permit application to the Building & Safety Division.
- Select electronic plan review if you plan on submitting all construction documents online. Staff will guide you through the upload process once we receive your permit application and confirm all requirements are met. If you plan on submitting hard copies of plans, leave the electronic plan review box unchecked.
- Based on the type of use and building, select either: residential or commercial as your permit type. Residential uses include all single-family dwellings, town homes and multi-family buildings like apartments, condominiums, hotel and motels. Commercial uses include all other types of uses and buildings like retail, professional offices, and restaurants, to name a few.
- Enter a detailed description of the proposed construction work to be performed under this permit. If you are unsure about any of the required details, please feel free to contact for any clarifications.

APPLICATION

* Are you applying for a Residential or Commercial permit? Residential Commercial

Electronic Plan Review?

* What type of work will be done? (None)

* What type of structure? N/A

* Enter a description of the work that will be done.

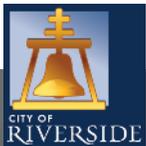
Building Contract Value:

Check this box if you are the owner-builder applying for this permit:

Applicant is: (None)

Back Next

- Check the box for the type of project - RESIDENTIAL or COMMERCIAL
- Indicate if you will be submitting plans utilizing the electronic plan review system
- Click the dropdown to indicate the type of work that will be done, for example:
 - New (Buildings or Structures)
 - Tenant Improvement
 - Demolition
 - Home Remodel
 - Reroof (Three Types of Work)
- Select the type of structure that best represents its occupancy and use
- Enter a description of the work that is being proposed. Please be brief but descriptive. Include area in sq. ft. and number of stories along with uses
- Enter the valuation for the project. This is the contract price including materials and labor.
- Check the box if you are the property owner/builder applying for the permit.
- Click the drop down and select the applicant. This may be:
 - Property Owner
 - Tenant
 - Design Professional
 - Contractor
 - Authorized Agent
- Click NEXT to continue



HOW TO SUBMIT A BUILDING PERMIT APPLICATION

Welcome Patricia Link Contact Us

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

Building Permit BP-2020-01949 (Draft)

Please upload any required documents and drawings 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	Proof of Ownership		
Optional	Supplemental Document	Forms	
Optional	Supplemental Drawings	Plan Revisions	

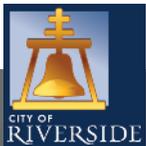
UPLOADED DOCUMENTS

+ Upload Files ←

File Name	Document Type	Comments
Drop Files Here ←		

Back Next

- Uploading plans and resubmittals is covered in-depth in the video **UPLOADING ePLANS & DOCUMENTS**
- If you have required documents to support the permit application, such as required forms, building plans, structural calculations, etc., you may upload those here
- Click **UPLOAD FILES** to upload documents from your File Explorer
- Or, you may drag and drop selected files in the section below marked **DROP FILES HERE**.
- When complete, click **NEXT**.
- If you have no required supporting documents, simply click **NEXT**.



HOW TO SUBMIT A BUILDING PERMIT APPLICATION

Welcome Patricia Link Contact Us

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

Building Permit BP-2020-01949 (Draft)

CONTRACTORS

Enter the Contractors that will be performing the work. The Contractors listed must cover all the License Types listed above.

Add Contractors Prime?

Back **Next**

LMS Online - Contractor Search Select - Internet Explorer

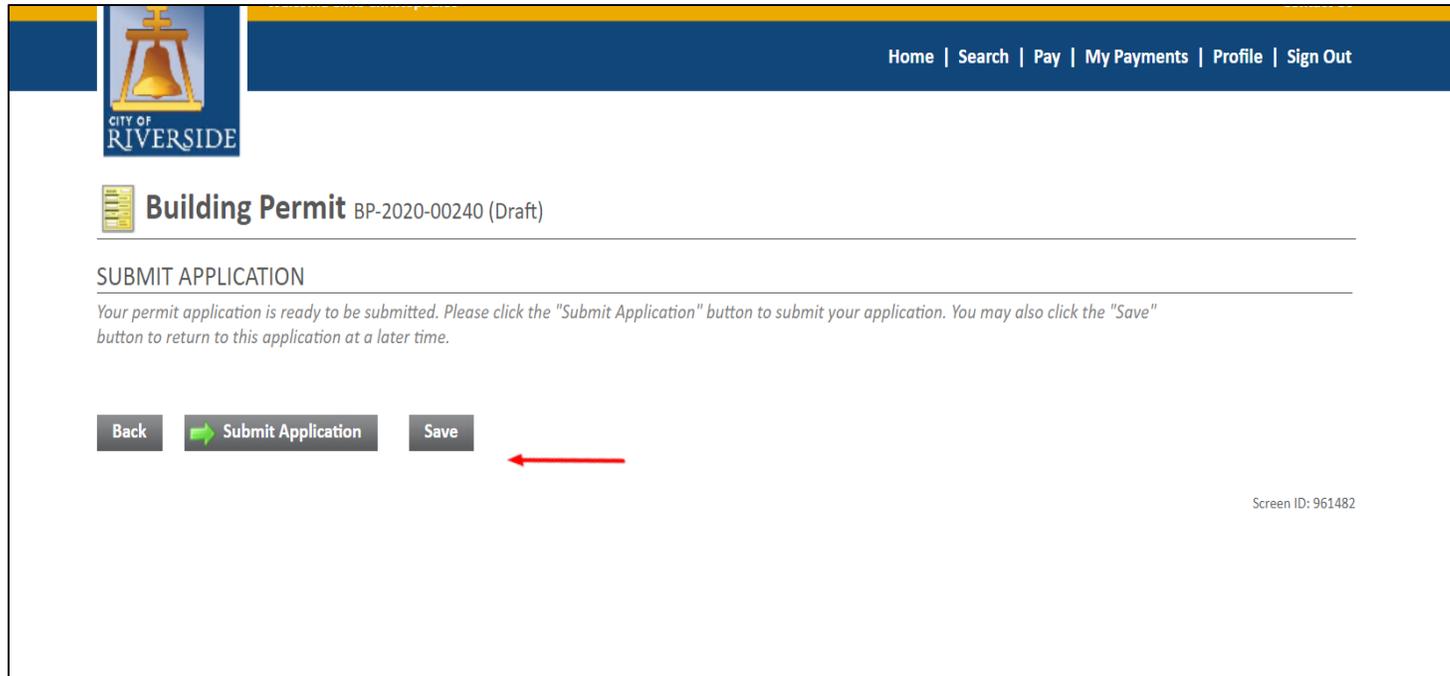
Contractor Search Select

Business Name:

Search

- If a contractor has already been determined for the project, click ADD CONTRACTOR to populate the CONTRACTOR SEARCH SELECT screen
- If you do not see your contractor, they may not be in the system. Only contractors with a valid City Business License will populate. Contact the Business Tax Division for further information
- SEARCH and then SELECT the correct contractor
- Click NEXT to continue
- If there is no contractor on the project or they will be determined later, click NEXT to skip

HOW TO SUBMIT A BUILDING PERMIT APPLICATION



The screenshot shows the City of Riverside website interface for submitting a building permit application. At the top, there is a navigation bar with links for Home, Search, Pay, My Payments, Profile, and Sign Out. Below the navigation bar is the City of Riverside logo. The main content area displays the title "Building Permit BP-2020-00240 (Draft)" and a section titled "SUBMIT APPLICATION". A message states: "Your permit application is ready to be submitted. Please click the 'Submit Application' button to submit your application. You may also click the 'Save' button to return to this application at a later time." Below this message are three buttons: "Back", "Submit Application" (with a green arrow icon), and "Save". A red arrow points to the "Save" button. The screen ID "961482" is visible in the bottom right corner of the screenshot.

- Your application is now ready to submit
- You may use the BACK buttons to review your application or add any missing information
- You may click SAVE to save without submitting
- Click SUBMIT APPLICATION to complete the process
- You will receive a confirmation of the receipt of your permit application.

CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR
WATCHING!**

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

