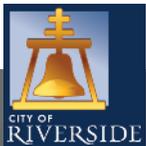
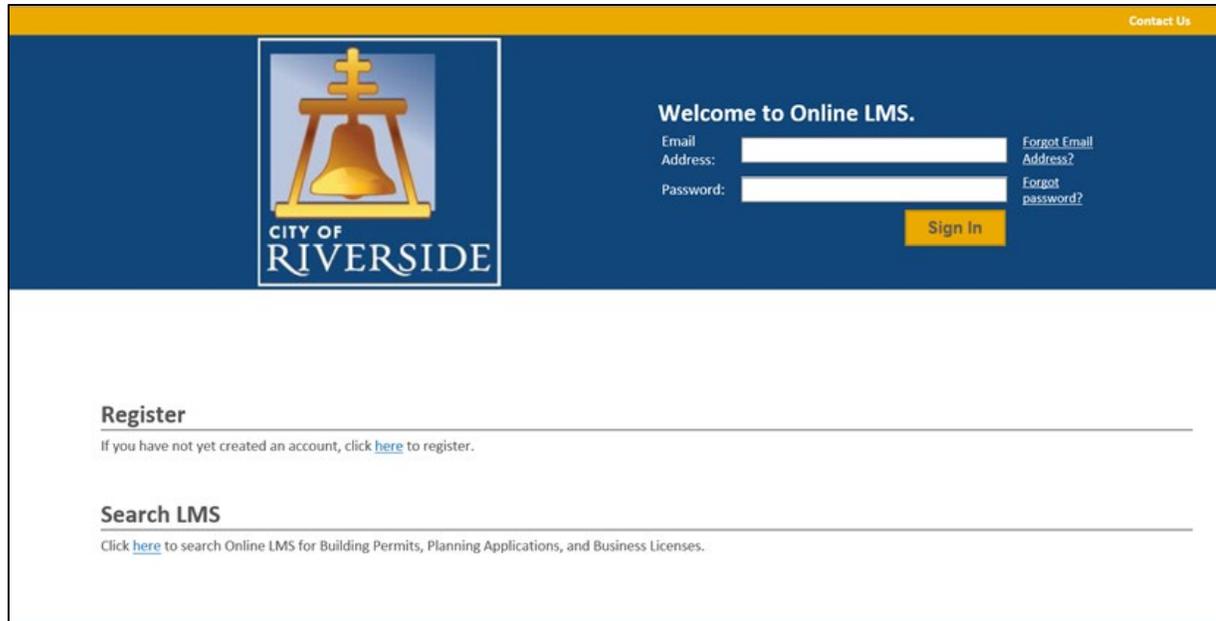


HOW TO SUBMIT A SOLAR PV PERMIT APPLICATION



HOW TO SUBMIT A SOLAR PV PERMIT APPLICATION



City of Riverside Online LMS Login Page

Welcome to Online LMS.

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

Password: [Forgot password?](#)

Sign In

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 SOLAR PV PERMIT APPLICATION

City of Riverside Online LMS Login Page

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 CLICK HERE under the REGISTER section
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HOW TO SUBMIT A SOLAR PV PERMIT APPLICATION

Home | Search | Pay | My Payments | Profile

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.

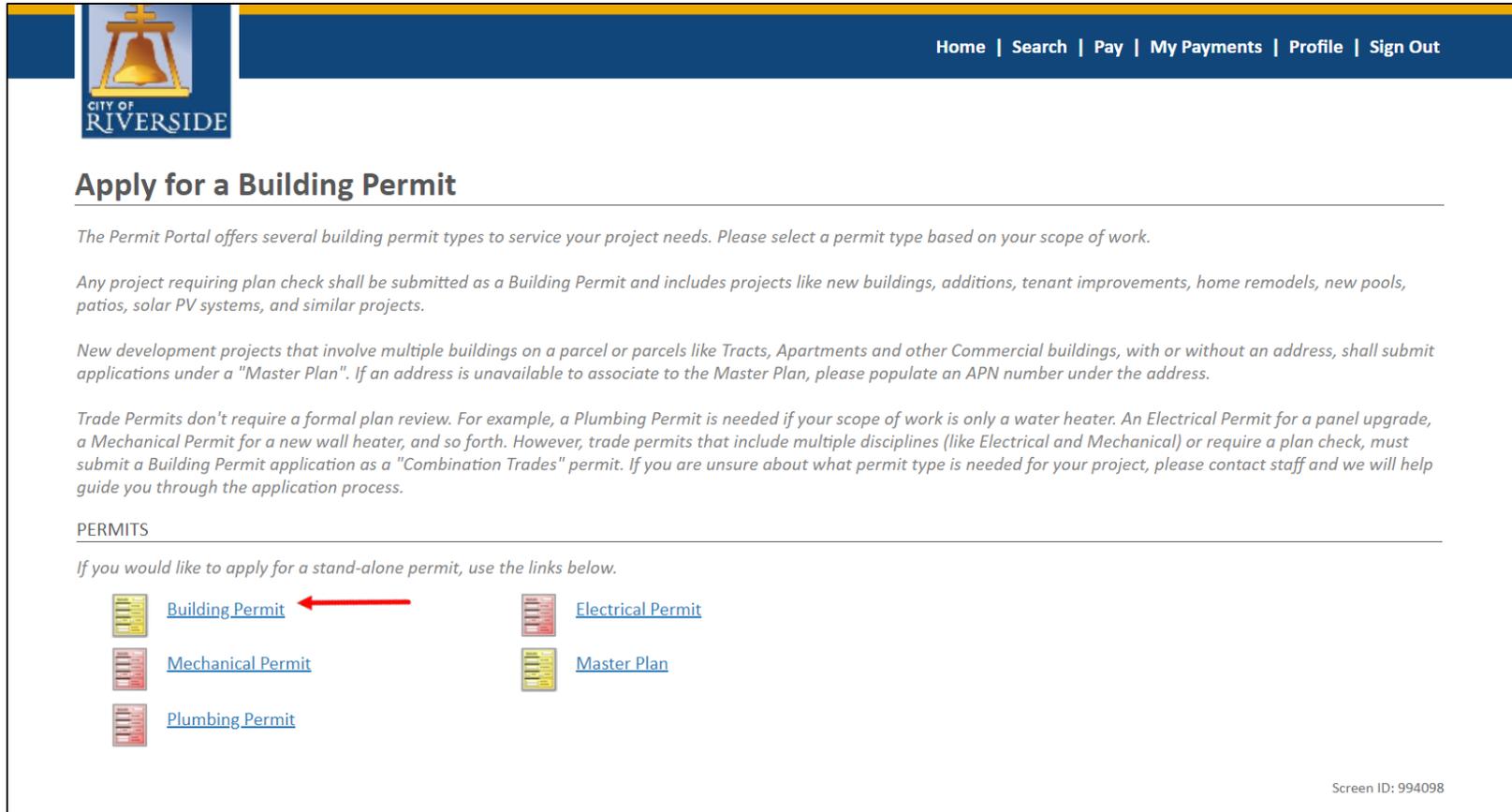
Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Completed Date	View Permit
BP-2020-01037-01		Cancel Inspection	Electrical	Jul 9, 2020	Jul 9, 2020		Permit
BP-2020-01037-02		Cancel Inspection	Electrical	Jul 9, 2020	Jul 9, 2020		Permit
BP-2020-01398-01		Cancel Inspection	Electrical	Aug 27, 2020	Aug 27, 2020		Permit
BP-2020-01398-02		Cancel Inspection	Electrical	Aug 27, 2020	Aug 27, 2020		Permit
BP-2020-01603-01		Cancel Inspection	Electrical	Sep 7, 2020	Sep 7, 2020		Permit
BP-2020-01603-02	Passed		Electrical	Sep 7, 2020	Sep 7, 2020	Sep 7, 2020	Permit
MP-2020-01190-01		Cancel Inspection	Mechanical	Jul 22, 2020	Jul 22, 2020		Permit

[Search...](#)

- From the HOME page, click on BUILDING PERMITS



HOW TO SUBMIT A SOLAR PV PERMIT APPLICATION



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

Apply for a Building Permit

The Permit Portal offers several building permit types to service your project needs. Please select a permit type based on your scope of work.

Any project requiring plan check shall be submitted as a Building Permit and includes projects like new buildings, additions, tenant improvements, home remodels, new pools, patios, solar PV systems, and similar projects.

New development projects that involve multiple buildings on a parcel or parcels like Tracts, Apartments and other Commercial buildings, with or without an address, shall submit applications under a "Master Plan". If an address is unavailable to associate to the Master Plan, please populate an APN number under the address.

Trade Permits don't require a formal plan review. For example, a Plumbing Permit is needed if your scope of work is only a water heater. An Electrical Permit for a panel upgrade, a Mechanical Permit for a new wall heater, and so forth. However, trade permits that include multiple disciplines (like Electrical and Mechanical) or require a plan check, must submit a Building Permit application as a "Combination Trades" permit. If you are unsure about what permit type is needed for your project, please contact staff and we will help guide you through the application process.

PERMITS

If you would like to apply for a stand-alone permit, use the links below.

-  [Building Permit](#) ←
-  [Mechanical Permit](#)
-  [Plumbing Permit](#)
-  [Electrical Permit](#)
-  [Master Plan](#)

Screen ID: 994098

- Solar photovoltaic system permits are processed as **building permits**
- To submit a BUILDING PERMIT APPLICATION for solar PV, click on BUILDING PERMIT

HOW TO SUBMIT A SOLAR PV PERMIT APPLICATION

Home | Search | Pay | My Pa

Building Permit BP-2020-00239 (Draft)

LOCATIONS

Addressed Locations

From here you can search and find parcels by address and add them to your application.

* Address: **Search**

Parcel ID	Address Total Area:	Net Acres
Specific Location: <input type="text"/>		

PROPERTY OWNER

Apply as:

* Name:

* Mailing Address:

* City: * State:

* Zip Code: -

* Phone Number: () -

Email Address:

Next

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

HOW TO SUBMIT A SOLAR PV PERMIT APPLICATION

Building Permit BP-2020-00239 (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) v

*What type of structure? N/A v

*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) v

Back Next

- Check the box for the type of project you are applying for - 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:
 - NEW (for a brand new solar photovoltaic system)
 - ALTERATION (if you are adding to an existing solar PV system)
- Select PHOTOVOLTAIC from the dropdown for the type of structure.
- For the description of work to be done, please include :
 - "Solar PV system"**
 - Number of panels proposed**
 - Location (roof, ground mount etc.)**
 - Total kW for the system**
- 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 SOLAR PV PERMIT APPLICATION

 **Building Permit** BP-2020-01871 (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

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

- If you have plans or other required documents to support the permit application, you may attach those from this screen
- 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 SOLAR PV PERMIT APPLICATION

Welcome Patricia Link Contact Us

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

Building Permit BP-2020-01943 (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

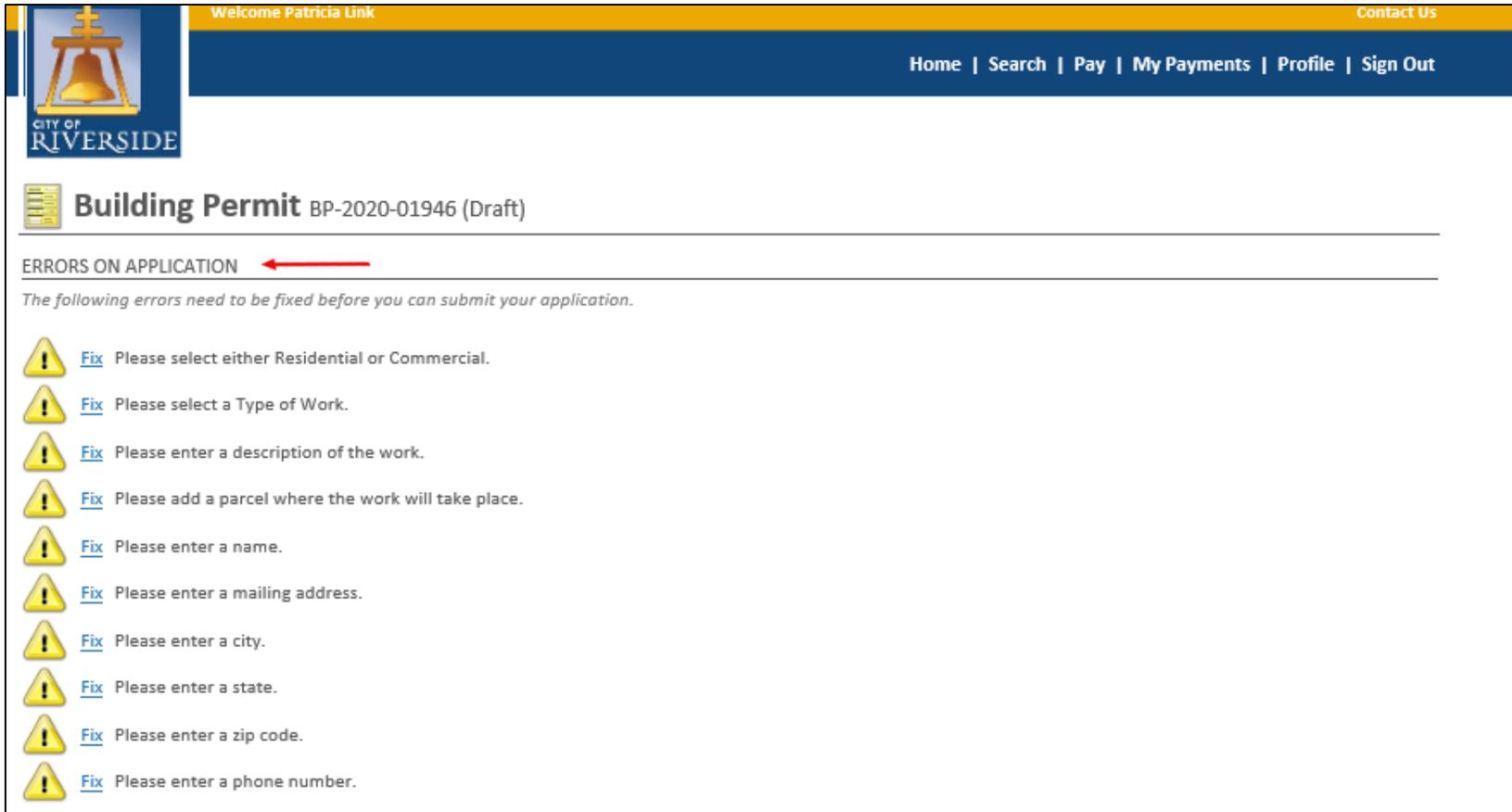
Business Name: ←

Search

- If a contractor has already been determined for the project, click ADD CONTRACTOR to populate the CONTRACTOR SEARCH SELECT screen
- SEARCH and then SELECT the correct contractor
- Click NEXT to continue



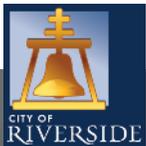
HOW TO SUBMIT A TRADE PERMIT APPLICATION



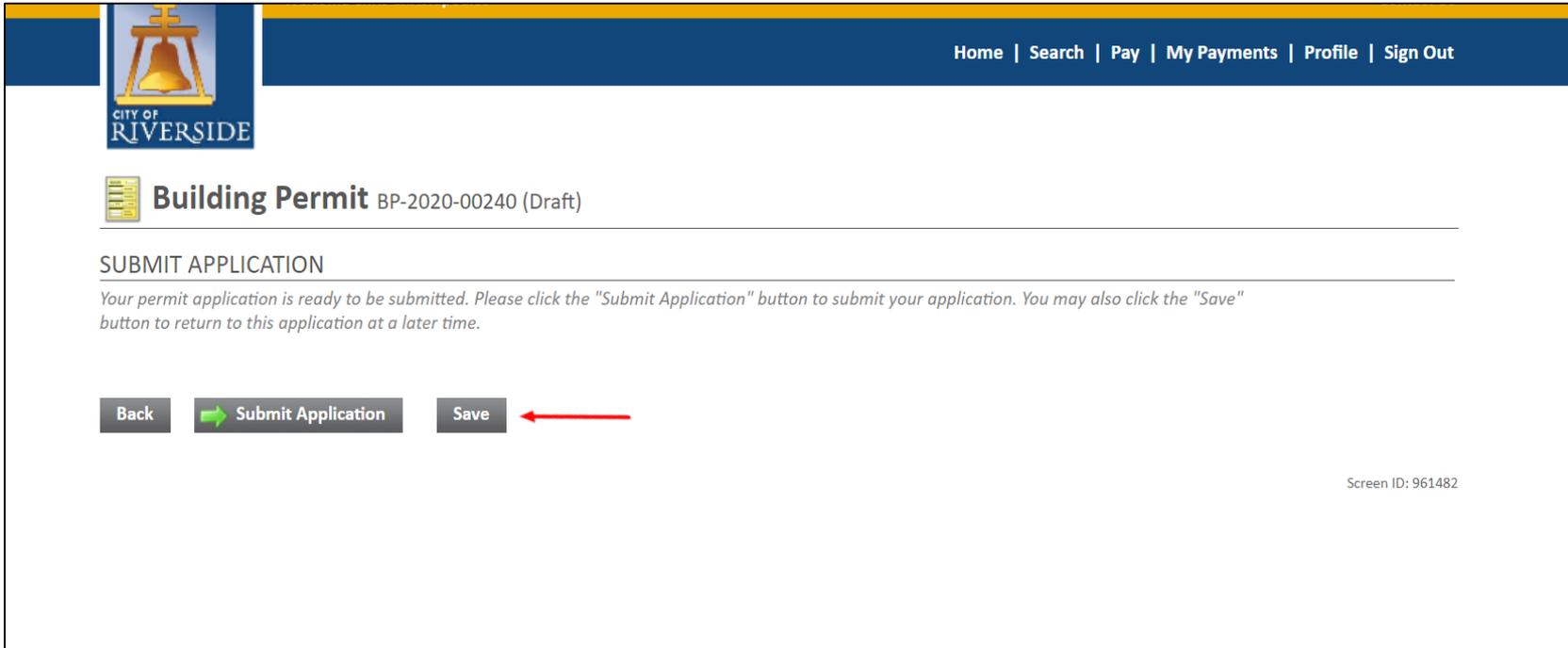
The screenshot shows the City of Riverside online portal. At the top, there is a navigation bar with the City of Riverside logo on the left and the text "Welcome Patricia Link" and "Contact Us" on the right. Below the navigation bar, there are links for "Home | Search | Pay | My Payments | Profile | Sign Out". The main content area displays "Building Permit BP-2020-01946 (Draft)". Below this, a section titled "ERRORS ON APPLICATION" is highlighted with a red arrow. A message states: "The following errors need to be fixed before you can submit your application." Below this message, there is a list of ten error messages, each preceded by a yellow warning triangle icon and a "Fix" link:

- [Fix](#) Please select either Residential or Commercial.
- [Fix](#) Please select a Type of Work.
- [Fix](#) Please enter a description of the work.
- [Fix](#) Please add a parcel where the work will take place.
- [Fix](#) Please enter a name.
- [Fix](#) Please enter a mailing address.
- [Fix](#) Please enter a city.
- [Fix](#) Please enter a state.
- [Fix](#) Please enter a zip code.
- [Fix](#) Please enter a phone number.

- If there is missing information or errors on a page, you will receive a page with prompts to fix the missing information.



HOW TO SUBMIT A SOLAR PV PERMIT APPLICATION



The screenshot shows the City of Riverside online portal for submitting a Building Permit application. At the top left is the City of Riverside logo. The top navigation bar includes links for Home, Search, Pay, My Payments, Profile, and Sign Out. The main content area displays the title 'Building Permit BP-2020-00240 (Draft)'. Below this, there is a section titled 'SUBMIT APPLICATION' with a sub-header. A paragraph of text reads: '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.' At the bottom of this section 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 application

THANKS FOR WATCHING!

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

