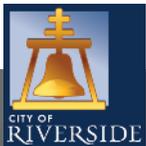


CITY OF RIVERSIDE PERMIT PORTAL

HOW TO SUBMIT A TRADE PERMIT APPLICATION



HOW TO SUBMIT A TRADE PERMIT APPLICATION

Contact Us

Welcome to Online LMS.

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

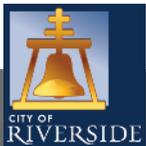
Password: [Forgot password?](#)

[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 TRADE PERMIT APPLICATION

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

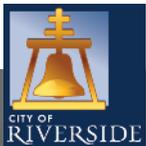
These are your recent inspections (by Requested Date). Click "Show more..." to see a larger list or "Search..." to search for specific inspections.

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

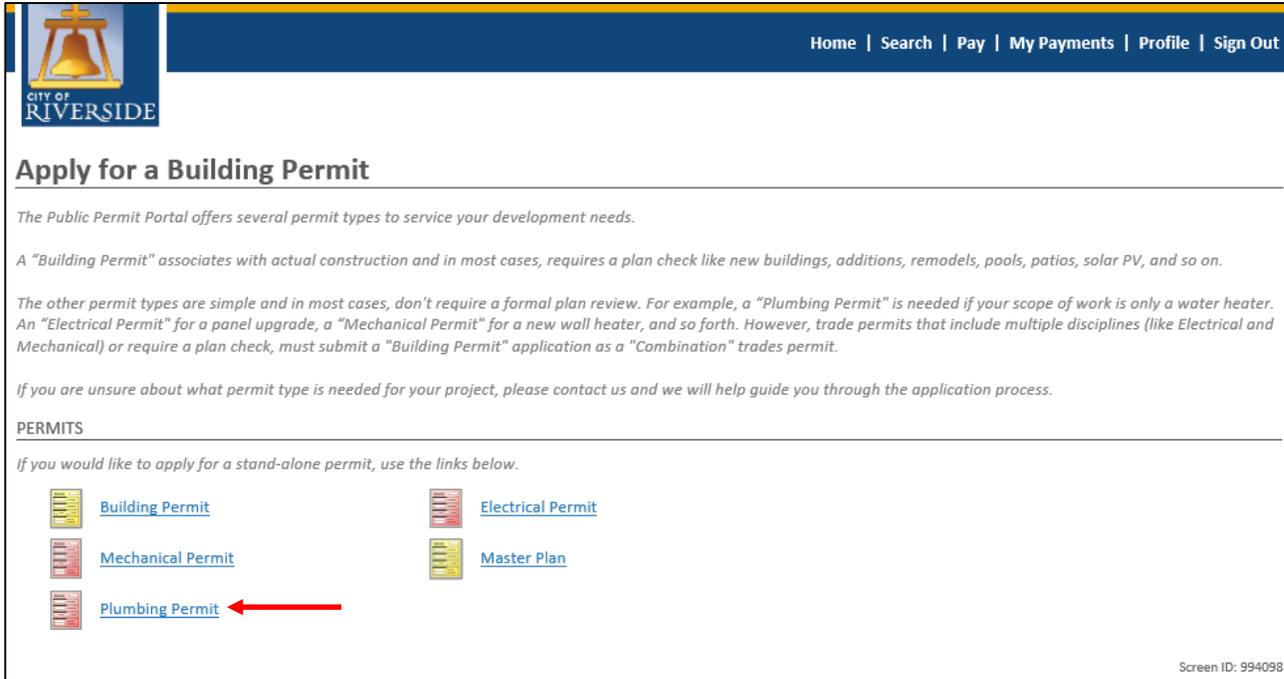
[Search ...](#)

Screen ID: 1003851

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



HOW TO SUBMIT A TRADE PERMIT APPLICATION



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

Apply for a Building Permit

The Public Permit Portal offers several permit types to service your development needs.

A "Building Permit" associates with actual construction and in most cases, requires a plan check like new buildings, additions, remodels, pools, patios, solar PV, and so on.

The other permit types are simple and in most cases, 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 us 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](#)
- [Electrical Permit](#)
- [Mechanical Permit](#)
- [Master Plan](#)
- [Plumbing Permit](#)

Screen ID: 994098

- Click on the type of TRADE PERMIT you would like to submit:
 - Plumbing
 - Electrical
 - Mechanical
- In this example, we will select a PLUMBING permit.

HOW TO SUBMIT A TRADE PERMIT APPLICATION

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

Plumbing Permit PP-2020-01942 (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:

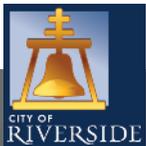
*Zip Code: -

*Phone Number: () -

Email Address:

CONTRACTOR

- Select the ADDRESS where the work will be performed
- Click SEARCH
- You may also search by Assessor's Parcel Number
- Enter the PROPERTY OWNER information
- If a contractor has already been determined for the project, click ADD CONTRACTOR to populate the CONTRACTOR SEARCH SELECT screen
- If no contractor is selected, click NEXT to continue



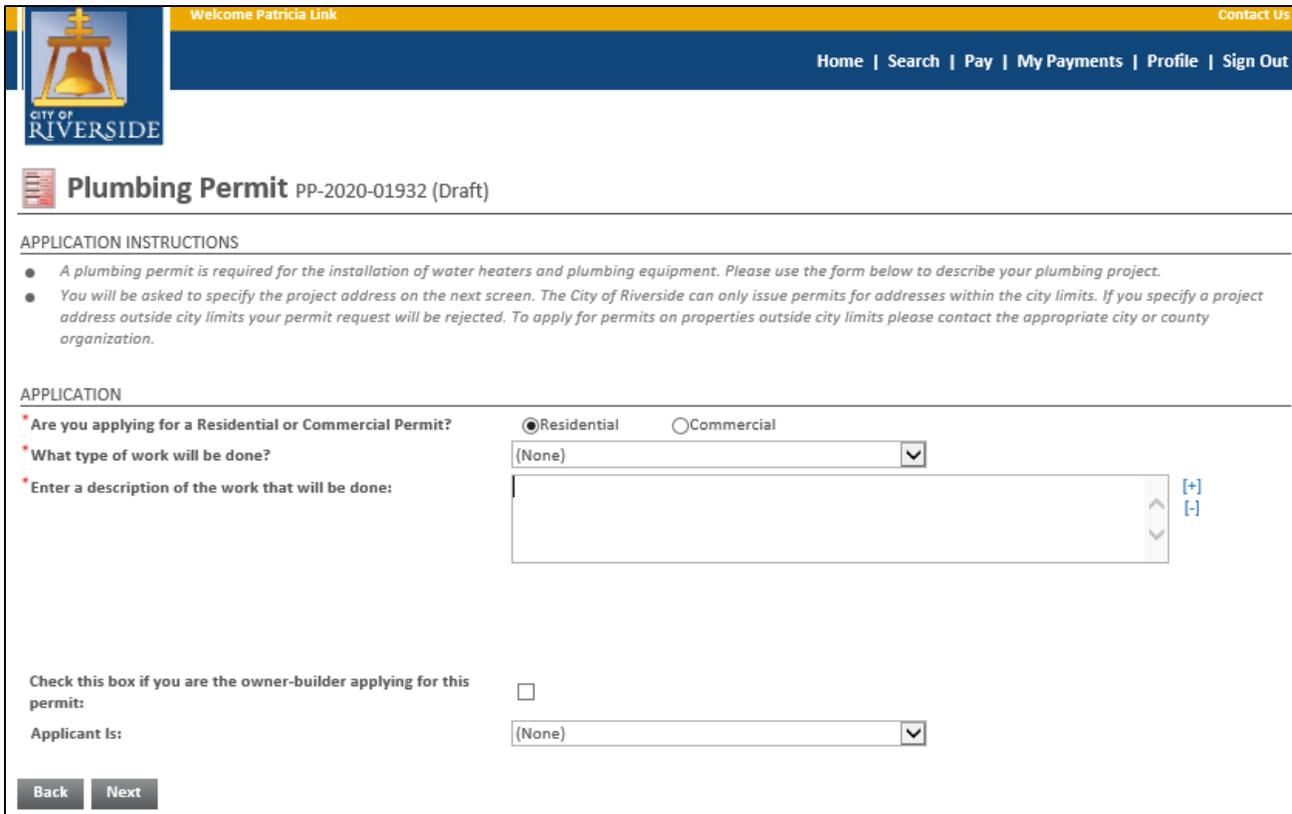
HOW TO SUBMIT A TRADE PERMIT APPLICATION

The screenshot displays the 'Plumbing Permit' application page for permit PP-2020-01932 (Draft). The page is divided into several sections: 'LOCATIONS', 'PROPERTY OWNER', and 'CONTRACTOR'. In the 'LOCATIONS' section, there is a 'Search' button next to an address input field, highlighted with a red arrow. Below this is a 'Specific Location' dropdown menu. The 'PROPERTY OWNER' section contains fields for Name, Mailing Address, City, State, Zip Code, Phone Number, and Email Address. The 'CONTRACTOR' section features an 'Add Contractors' button with a plus sign, also highlighted with a red arrow, and a 'Next' button at the bottom. An inset window titled 'Contractor Search Select' is shown, containing a 'Business Names' input field and a 'Search' button, with a red arrow pointing to the search button.

- SEARCH and then SELECT the appropriate contractor
- Click NEXT to continue
- If no contractor is selected, click NEXT to continue



HOW TO SUBMIT A TRADE PERMIT APPLICATION



The screenshot shows the City of Riverside online permit application interface. At the top, there is a navigation bar with the City of Riverside logo, a welcome message for Patricia Link, and links for Home, Search, Pay, My Payments, Profile, and Sign Out. The main heading is "Plumbing Permit PP-2020-01932 (Draft)". Below this, there are "APPLICATION INSTRUCTIONS" and "APPLICATION" sections. The "APPLICATION" section contains several fields: a radio button for Residential (selected) and Commercial; a dropdown menu for "What type of work will be done?" set to "(None)"; a text area for "Enter a description of the work that will be done:"; a checkbox for "Check this box if you are the owner-builder applying for this permit:"; and another dropdown menu for "Applicant Is:" set to "(None)". At the bottom left, there are "Back" and "Next" buttons.

- Check the box for the type of project you are applying for - RESIDENTIAL or COMMERCIAL
- Click the dropdown to indicate the type of work that will be done:
 - ABANDON
 - ALTERATION
 - NEW
 - REPLACE
- Provide a description of the scope of work proposed. Be brief, but be descriptive
- 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 TRADE PERMIT APPLICATION

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

CITY OF RIVERSIDE

Plumbing Permit PP-2020-01932 (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

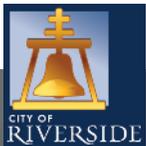
Uploaded	Attachment Type	Description	Sample Form
Optional	Authorized Agent Notary Letter	Notarized letter for contractor or owner's agent.	
Optional	Contractors Declaration Form	Workman's Compensation disclosure.	
Optional	Drawings	Building Plans	
Optional	Owner Authorization Form	Property Owners approval to issue permit on site.	
Optional	Owner-Builder Disclosure Form	C.S.L.B. disclosure and acceptance form.	
Optional	Plumbing Isometric Drawings		
Optional	Plumbing Plan		
Optional	Product & Material Specifications		
Optional	Proof of Ownership		
Optional	Site Plan		
Optional	Supplemental Document	Forms	
Optional	Supplemental Drawings	Plan Revisions	
Optional	Title 24 Energy Report		

UPLOADED DOCUMENTS

+ Upload Files

File Name	Document Type	Comments
Drop Files Here		

- If you have required documents to support the permit application, building plans, specifications, etc. you may attach those from this screen.
- Click **UPLOAD FILES** to upload a 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**



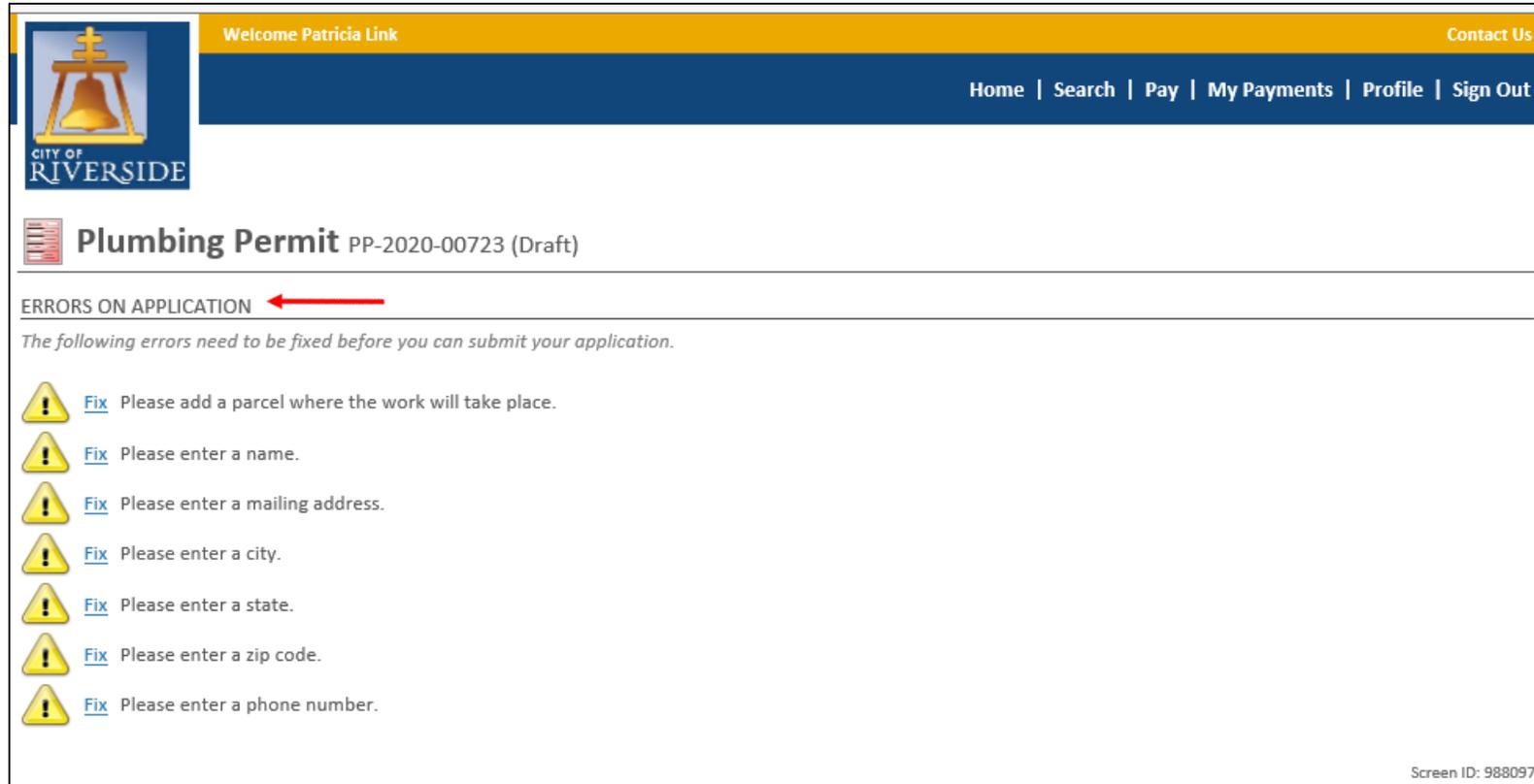
HOW TO SUBMIT A TRADE PERMIT APPLICATION

The screenshot shows the City of Riverside permit application interface. At the top, there is a navigation bar with the City of Riverside logo, a welcome message for Patricia Link, and links for Home, Search, Pay, My Payments, Profile, and Sign Out. The main content area displays a 'Plumbing Permit' for PP-2020-00723 (Draft). Below the permit title, there is a section for 'PROJECT VALUE' with a red arrow pointing to the 'Total Project Value' field, which currently shows '\$0.00'. Underneath is the 'EQUIPMENT' section, also with a red arrow pointing to the 'Add Equipment' button. A pop-up window titled 'EQUIPMENT' is shown below, containing a 'Back' button, an 'Add Equipment' button with a red arrow, and a table with columns for 'Description' and 'Quantity'. The 'Description' dropdown menu is set to '(None)' and the 'Quantity' field contains the number '1'.

- Insert the PROJECT VALUATION. This is the job cost including materials and labor
- Should there be specific equipment required for the permit, click the plus sign to ADD EQUIPMENT
- A new screen will pop up, and a list of equipment will be provided. Select the type of equipment from the drop down and enter the quantity; for example “water heater to 100,000 BTU” and quantity of “1.”
- Click NEXT to continue



HOW TO SUBMIT A TRADE PERMIT APPLICATION

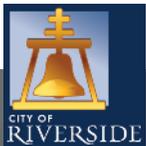


The screenshot displays the City of Riverside online permit application interface. At the top, a yellow navigation bar contains the text "Welcome Patricia Link" and a "Contact Us" link. Below this, a dark blue header bar includes navigation links: "Home | Search | Pay | My Payments | Profile | Sign Out". The main content area shows the "CITY OF RIVERSIDE" logo and the title "Plumbing Permit PP-2020-00723 (Draft)". A section titled "ERRORS ON APPLICATION" is highlighted with a red arrow pointing to it. Below this section, a message states: "The following errors need to be fixed before you can submit your application." A list of seven error messages follows, each preceded by a yellow warning icon and a "Fix" link:

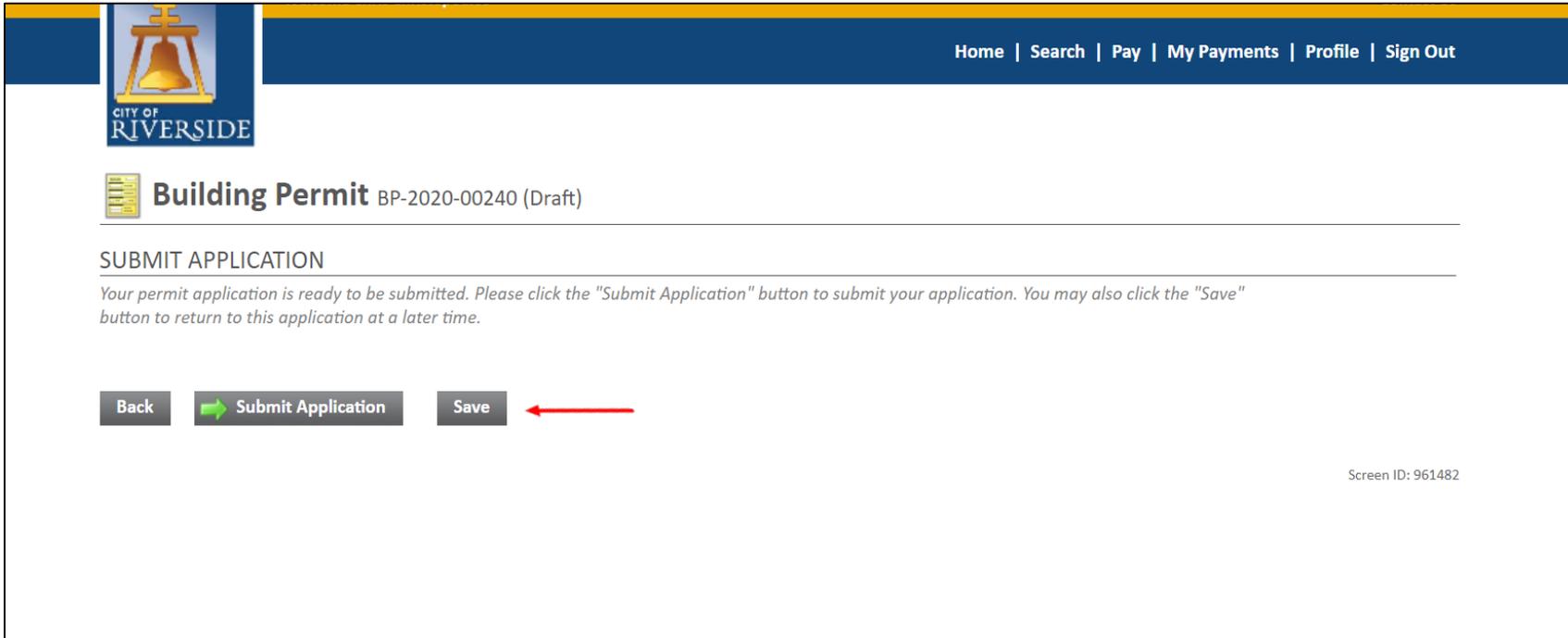
- Fix Please add a parcel where the work will take place.
- Fix Please enter a name.
- Fix Please enter a mailing address.
- Fix Please enter a city.
- Fix Please enter a state.
- Fix Please enter a zip code.
- Fix Please enter a phone number.

Screen ID: 988097

- 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 TRADE PERMIT APPLICATION



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

 CITY OF RIVERSIDE

 **Building Permit** BP-2020-00240 (Draft)

SUBMIT APPLICATION

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.

[Back](#) [Submit Application](#) [Save](#)

Screen ID: 961482

- Your application is 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

CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR
WATCHING!**

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

