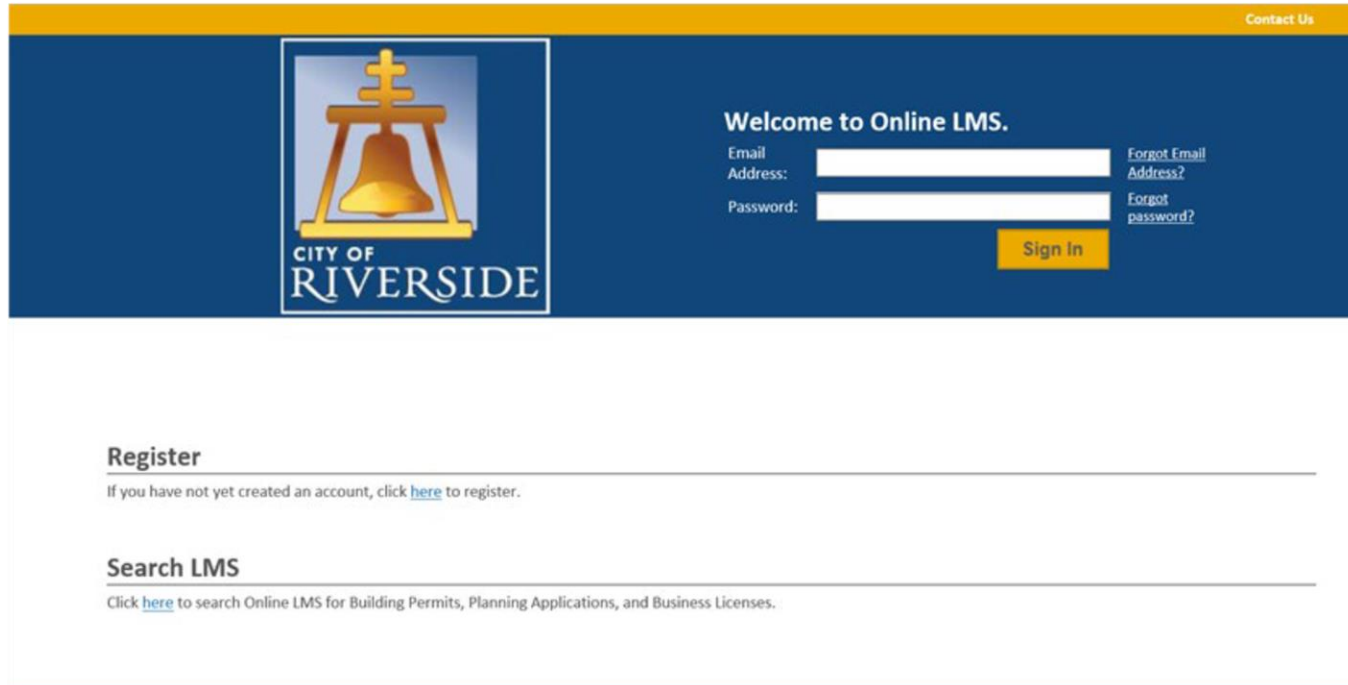


CITY OF RIVERSIDE PERMIT PORTAL

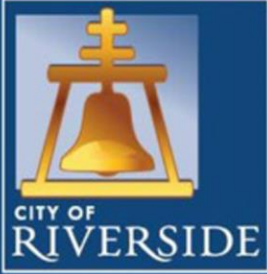
HOW TO SUBMIT FOR A WATER DEPARTMENT PERMIT/PLAN REVIEW



HOW TO SUBMIT FOR A WATER PERMIT



Contact Us



Welcome to Online LMS.

Email Address:

Password:

[Forgot Email Address?](#)

[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 setup 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 FOR A WATER PERMIT

The screenshot displays the City of Riverside Public Permit Portal. At the top, there is a navigation bar with the City of Riverside logo, a welcome message for Christopher Gross, and links for Home, Search, Pay, My Payments, Profile, and Sign Out. The main content area is titled 'Home' and includes a welcome message and instructions for selecting a permit type. A red box highlights the 'Water Permits' link in the navigation menu, with a red arrow pointing to it. Below this, there are tabs for 'My Inspections', 'My Activities', and 'My Projects'. A table of recent inspections is partially visible. A modal window titled 'Apply for a Water Permit' is open, showing a list of permit types: 'Water Permit', 'Fire Flow Test', and 'Water Research Request'. A red box highlights the 'Water Permit' link, with a red arrow pointing to it. A 'Save' button is located at the bottom of the modal.

- To submit a WATER DEPARTMENT PERMIT for review, begin at the HOME page and click on Water Permits
 - Water Permit
 - Fire Flow Test
 - Water Research Request
- In this example, we will select a WATER permit



HOW TO SUBMIT FOR A WATER PERMIT

 **Water Permit** GP-2021-00056 (Draft)

LOCATIONS

Addressed Locations

Prior to submitting your application, please ensure the project address is within City limits as our database includes some addresses outside of the City 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. If your project involves multiple parcels, repeat the first step until all parcels have been added. 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.

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

* Address:

Parcel ID	Address	Net Acres

Specific Location:

OWNER/TENANT

Apply as:

* Name:

* Mailing Address:

* City: * State:

* Zip Code: -

* Phone Number: () -

Email Address:

Screen ID: 10294

- Enter the ADDRESS where the work will be performed
- Click SEARCH and Select the Address
 - You may also search by Assessor's Parcel Number
 - Or input the Specific location if there is no specific address, such as Tract or Parcel Map Number
- Click the APPLY AS drop down menu and select the applicant type
- Fill in the Applicant Information
- Click NEXT to continue



HOW TO SUBMIT FOR A WATER PERMIT

Water Permit GP-2021-00056 (Draft)

APPLICATION INSTRUCTIONS

APPLICATION

* Select the type of permit you are applying for.

* What type of work will be done?

* Are you applying for a Residential or Commercial Permit?

Electronic Plan Review?

Enter a description of the work that will be done.

Total Contract Value: ←

Check this box if you are the homeowner applying for this permit:

Back **Next**

Click the drop down to indicate the type of water plan that will be submitted:

- Select Water Composite Plan for developments proposing new connections to existing water mains
- Select Water Improvement Plan for projects proposing new main lines, like for a housing tract
- Select NSFR (New Single Family Residential) if you need service to one new home, not as a part of a larger development

Check the box for the type of project you are applying for- RESIDENTIAL or COMMERCIAL

Provide a description of the scope of work proposed. Be brief, but be descriptive.

Provide the contract value for the work to be performed. If you do not know at this time, enter \$1.00 and the value can be updated later.

- Click NEXT to continue



HOW TO SUBMIT FOR A WATER PERMIT

Water Permit GP-2021-00056 (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	As-Built Research Request	RPU-Water Document	Open
Optional	Composite Utility Plan	RPU-Water Document	None
Optional	Drawings	Building Plans	None
Optional	Final Parcel Map	RPU-Water Document	Open
Optional	Final Tract Map	RPU-Water Document	Open
Optional	Fire - Special Event Application	Fire - Special Event Application	Open
Optional	Fire Flow Test Request	RPU-Water Document	Open
Optional	Grading Plan	RPU-Water Document	None
Optional	Hydraulic Analysis	RPU-Water Document	None
Optional	Inspection Deposit Application	RPU-Water Document	None
Optional	Owner Authorization Form	Property Owners approval to issue permit on site.	None
Optional	Plan Check Application	RPU-Water Document	Open
Optional	Planning TUP Application	Planning Documents	None
Optional	Planning Zoning Letter Application	Planning Documents	None
Optional	Proof of Ownership		None
Optional	Sewer Plan	RPU-Water Document	None
Optional	Soils Report	RPU-Water Document	None
Optional	Storm Drain Plan	RPU-Water Document	None
Optional	Street Improvement Plan	RPU-Water Document	None
Optional	Supplemental Document	Forms	None
Optional	Supplemental Drawings	Plan Revisions	None
Optional	Tentative Parcel Map	RPU-Water Document	None
Optional	Tentative Tract Map	RPU-Water Document	None
Optional	Water Plan	RPU-Water Document	None
Optional	Water Service and Billing Application	RPU-Water Document	None
Optional	Water Will Serve Letter Request	RPU-Water Document	None

UPLOADED DOCUMENTS

[+ Upload Files](#)

File Name	Document Type	Comments

- 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 document(s) from your File Explorer, or you may drag and drop selected files in the section below marked **DROP FILES HERE**
- For Water Plan and Composite Plan submittals please include the plan check deposit application, water plans, and any Civil plans associated with the project (Street Improvement Plans, Sewer Plans, etc.)
- For NSFR permits, please attach the Water Service and Billing Application
- When complete, click **NEXT**

UPLOADED DOCUMENTS

[+ Upload Files](#)

File Name	Document Type	Comments
- (2) New Documents		
<input type="checkbox"/> PLAN CHECK DEPOSIT APPLICATION_20...	New Plan Check Application	Plan check application
<input type="checkbox"/> Sample Composite Water Plan.pdf	New Composite Utility Plan	Water plan 1st Submittal



HOW TO SUBMIT FOR A WATER PERMIT



The screenshot shows a web interface for a "Water Permit" application, identified as "GP-2021-00056 (Draft)". The page is titled "CONTRACTORS" and includes a sub-header with a red asterisk. Below the header is a text instruction: "Enter the Contractors that will be performing the work. The Contractors listed must cover all the License Types listed above." A green plus icon and the text "Add Contractors" are visible. Below this is a table with two columns labeled "Prime" and "Type". At the bottom of the form are two buttons: "Back" and "Next".











- At the contractor selection screen, click NEXT to continue
- You are not required to specify a contractor for this type of permit

HOW TO SUBMIT FOR A WATER PERMIT

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

ERRORS ON APPLICATION

The following errors need to be fixed before you can submit your application.

-  [Fix](#) Please select a Type of Work.
-  [Fix](#) Please select either Residential or Commercial.
-  [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.
-  [Fix](#) Please enter a valid Project Value.

HOW TO SUBMIT FOR A WATER PERMIT



Review Water Permit Application

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

- 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
- Water Department staff will contact you to pay any required plan check fees after the initial application has been reviewed



CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR
WATCHING!**

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

