

CITY OF RIVERSIDE PERMIT PORTAL

HOW TO SUBMIT FOR A PUBLIC WORKS STREET OPENING PERMIT



HOW TO SUBMIT FOR A STREET OPENING PERMIT



Contact Us

Welcome to Online LMS.

Email Address:

Password:

[Forgot Email Address?](#)

[Forgot password?](#)

[Sign In](#)

- 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

Register

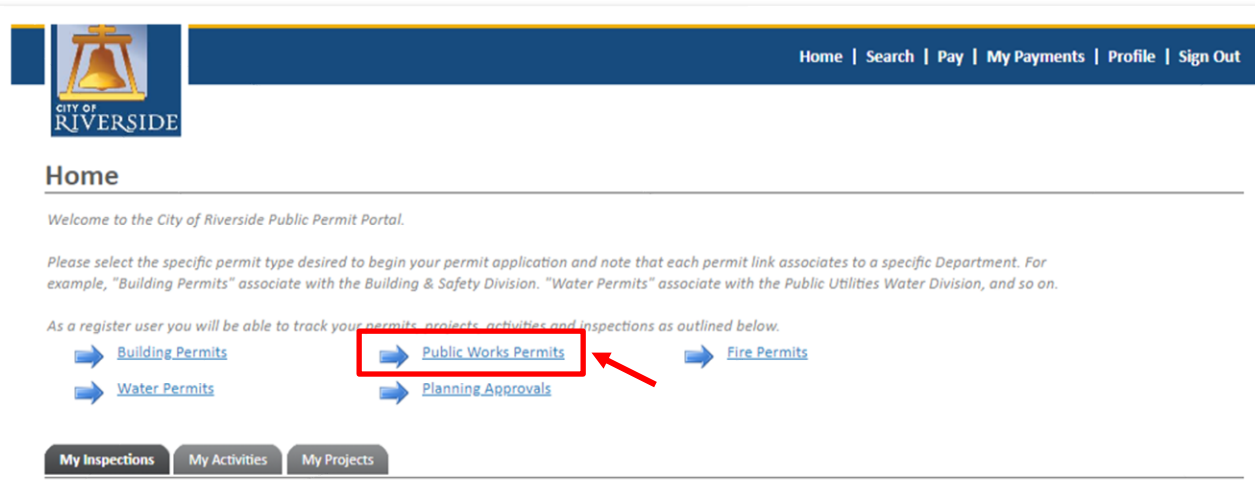
If you have not yet created an account, click [here](#) to register.

Search LMS

Click [here](#) to search Online LMS for Building Permits, Planning Applications, and Business Licenses.




HOW TO SUBMIT FOR A STREET OPENING PERMIT



- To submit a Street Opening Permit, begin at the HOME page and click on Public Works Permits
- Construction Permit
- Street Opening Permit
- Grading Permit
- In this example, we will select a STREET OPENING permit.



HOW TO SUBMIT FOR A STREET OPENING PERMIT

 **Street Opening** GP-2020-02267 (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	Net Acres

Specific Location: ←

Apply as: ←

* Name:

* Mailing Address:

* City: * State:

* Zip Code: -


* Phone Number: () -

Email Address:

- 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 intersections and limits of the proposed work
- Click the APPLY AS drop down menu and select the applicant type.
- Fill in the Applicant Information.



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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.

Street Opening
(None) 

Residential Commercial

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

[Back](#) [Next](#)

- Click the drop down to indicate the type of work that will be done:
 - BLANKET
 - INDIVIDUAL
 - LANE CLOSURE
- 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
- Click NEXT to continue




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ACTIVITY INFORMATION


Occupancy Date from: to:

Consent Number:


Street Activity Type: 

Occupancy Type Description:

Event Detail:

Road Closure: 


Road Closure Date from: to:

Detour: 

CUT LOCATION INFORMATION

	Length	Width	Area	Depth	
Road Cut:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	feet
Shoulder or Curb Cut:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	feet
Driveway Widening:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	feet

AFTER-HOURS CONTACTS



Name	Phone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Provide the Street Activity Type from the drop down
- List any road closures and detours
- Lastly, provide an After-Hours Contact person
- Click NEXT to continue



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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 Flow Test Request	RPU-Water Document	Open
Optional	Fire Special Event Application	Fire Special Event Application	None
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

<input type="checkbox"/>	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**
- When complete, click **NEXT**



Back Next

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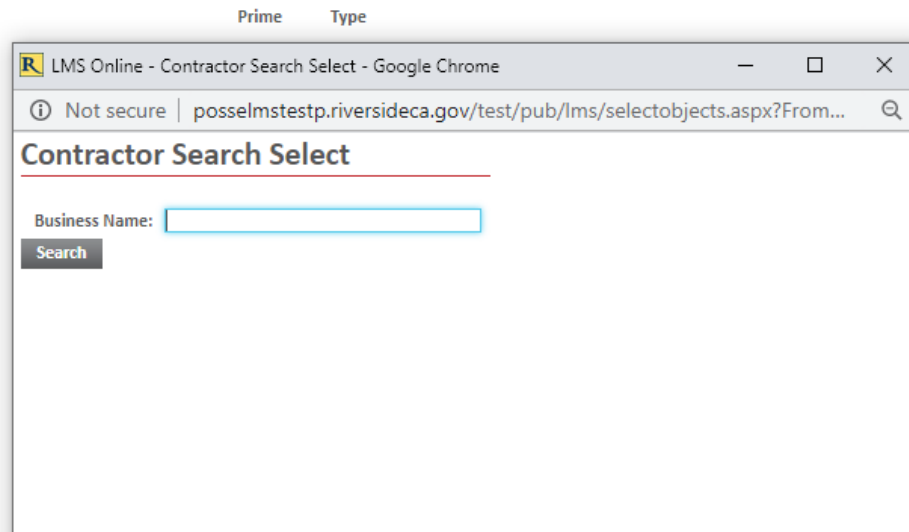
Street Opening GP-2020-02267 (Draft)

*CONTRACTORS

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

+ Add Contractors

Back Next



The screenshot shows a browser window titled "LMS Online - Contractor Search Select - Google Chrome". The address bar shows the URL "posselmstestp.riversideca.gov/test/pub/lms/selectobjects.aspx?From...". The page content includes a "Contractor Search Select" heading, a "Business Name:" label, an empty text input field, and a "Search" button. Above the input field, there are two columns labeled "Prime" and "Type".

- SEARCH and then SELECT the appropriate contractor by selecting ADD CONTRACTORS and entering their Business Name.
- Click NEXT to continue
- If no contractor is selected, click NEXT to continue
 - The contractor will be required prior to permit issuance. See the link below to the insurance requirements
 - https://www.riversideca.gov/publicworks/pdf/2020/Street%20Opening%20Permit%20-%20Construction%20Permit%20-%20Insurance%20Requirements_6.2020.pdf












HOW TO SUBMIT FOR A STREET OPENING PERMIT

Review Street Opening Application

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.

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 FOR A STREET OPENING PERMIT

Review Street Opening Application

SUBMIT APPLICATION

Your permit application is ready to be submitted. Please click the "Pay Fees & Submit Application" button to submit your application. You may also click the "Save" button to return to this application at a later time.

FEEES

The following fees must be paid as part of your permit application.

Description	Amount	Balance
Street Opening Permit Fee - 020709	\$948.00	\$948.00
City Surcharge - 020734	\$132.72	\$132.72

[Back](#)

[Pay Fees & 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
- Pay the PERMIT fees and 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**

