## **CITY OF RIVERSIDE PERMIT PORTAL**

# HOW TO SEARCH FOR BUILDING PERMITS & MORE



RiversideCA.gov

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### HOW TO SEARCH FOR BUILDING PERMITS, PLAN CHECK STATUS, BUSINESS LICENSES ETC.

4	Contact Welcome to Online LMS.
ŘIVERSIDE	Email Address: Password: Password: Sign In
Register	

- 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 SEARCH FOR BUILDING PERMITS, PLAN CHECK STATUS, BUSINESS LICENSES ETC.

RIVERSIDE			Home	:   Search   P	ay   My Payments	Profile   Sign Out
Home						
Welcome to the City of Riverside Public Per	mit Portal.					
Please select the specific permit type desire example, "Building Permits" associate with As a register user you will be able to track y	ed to begin your permit application a the Building & Safety Division. "War	and note that each pe ter Permits" associat inspections as outlin	ermit link associate e with the Public U red below	es to a specific D Itilities Water D	epartment. For ivision, and so on.	
Building Permits	Public Works Permits		Fire Permits			
Water Permits	Planning Approvals	,				
My Inspections My Activities My P	rojects					
Chese are your recent inspections (by Requi	ested Date). Click "Show more" to :	see a larger list or "S	earch" to search	for specific insp	ections.	
nspection Number Result Nex	Action Inspection Discipline	Requested Date	Scheduled Date	Completed Date	View Permit	
					Search	<u>.</u>

- Click SEARCH to view, permit applications and more
- There are two ways to begin a search



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RIVERSIDE	Home   Search   Pay   My Payments   Profile   Sign Out
Search	
My Permits / Applications	
My Permits Search	
My Planning Applications Search	
All Building Permits	
Search for Permits by Address	
Search for Permits by Permit Number	
Search for Permits by Contractor	
Search for Permits by Date	
Search for Permits by Project Name	

- Click MY PERMITS to view building permit or MY PLANNING APPLICATIONS to view Planning applications etc.
- You may view permits and applications that are linked to your login
- You may also search building permits based on address, permit number, contractor, date or project name



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### HOW TO SEARCH FOR BUILDING PERMITS, PLAN CHECK STATUS, AND MORE

		Home   Search   Pay   My Payments   Profile   Sign Out
RIVERSII	DE earch By Address	
Please enter a Address: Permit Type:	t least 3 characters of the address	
Search		Screen ID: 1033505

- For example, let's search by address
  - Enter the site address for which you want to search
  - Follow the same steps for searching by permit number, contractor, date or project name
  - Your requested information will be displayed



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## THANKS FOR WATCHING!

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



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