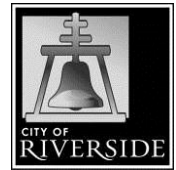# City of Riverside

Building & Safety Division
Phone: (951) 826-5697
www.riversideca.gov

❖ INTERNET ACCESS TO BUILDING PERMIT RECORDS ❖

Finaled and expired building permits are available for research, viewing and printing from the comfort of your home or office via the Internet. If you do not have access to the Internet, you may access these records from a computer terminal that has been provided for your use on the Third Floor of City Hall (3900 Main Street).

INSTRUCTIONS FOR INTERNET USERS:

STEP 1:   Go to the City of Riverside's Internet web site at *www.riversideca.gov*

STEP 2:   At the City=s Web page, go to *Government*

STEP 3:   At the Department's menu, click on *Building & Safety*

STEP 4:   At the Building and Safety menu, click on *Permits on line*

STEP 5:   Click on *Permits/Docs/Owner Agent* **Ltrs***,* and an alphabet list will appear. Click on the *first letter* of the street name you wish to view and a listing of all streets beginning with that letter will appear. Scroll down the list until you find the street name you wish to view.   Click on the *street name* and a list of all numeric addresses on that street will appear. Scroll down that list until you find the *street address* you wish to view, then click on that address. (For a given street that has both 4 and 5 digit address numbers, the 5 digit address numbers will be listed first, followed by all 4 digit address numbers.

STEP 6:   The computer will bring-up a list of all documents and/or permits that have been finaled or expired for that address. To view any of the documents or permits, place the cursor on the document icon and click.

STEP 7:   Both the front and the back of all documents and permits are available for viewing. To view the back, click on the *page 2* icon. Additional tools are available on the tool bar that will enable the user to enhance the image for better viewing.

STEP 8:   To print the document being viewed, go to the menu at the top of the screen, click on *PDF* and then click on *Print*.