

RESUBMITTALS IN THE PERMIT PORTAL

ePlan RESUBMITTALS



RESUBMITTALS IN THE PERMIT PORTAL

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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](#)

[Show more...](#)

"My Activities" will display by date of your last activity in the Public Permit Portal.

Type	File Number	Location	Description	Status	Created Date	Additional Info. Required
Building Permit	BP-2020-01954	NEED ADDRESS ASSIGNED ADU	Residential - Single Family Residence - Addition/Alteration	Applicant Revisions	Sep 18, 2020	Additional Info. Required
Building Permit	BP-2020-01967	9900 SHARON AVE , Riverside, CA 92503-3108	Residential - N/A - New	Submitted	Sep 18, 2020	
Building Permit	BP-2020-01952		- N/A	Draft	Sep 18, 2020	
Building Permit	BP-2020-01762	8776 DRIFTWOOD DR , Riverside, CA 92503-2117	Residential - Photovoltaic - New	In Review	Sep 9, 2020	
General Permit	GP-2020-01931			Draft	Sep 17, 2020	
General Permit	GP-2020-01930			Draft	Sep 17, 2020	
Electrical Permit	EP-2020-01929			Draft	Sep 17, 2020	
Building Permit	BP-2020-01901	9900 INDIANA AVE , Riverside, CA 92503-5498	Commercial - Office, Bank, and Professional Buildings - Tenant Improvement	In Review	Sep 17, 2020	
Plumbing Permit	PP-2020-01927			Draft	Sep 17, 2020	
Mechanical Permit	MP-2020-01926			Draft	Sep 17, 2020	

- After the City team completes the review cycle, you will immediately receive an email confirmation that your review has been completed should you sign up for email notifications.
- Thereafter, log in to your HOME page, and proceed to the MY ACTIVITIES tab.
- You will see the current status of the permit under review indicates **APPLICANT REVISIONS** and that additional information is required
- Click on "Additional Information Required" to proceed to the reviews tab and see any reports provided by staff, along with changemarks and comments
- Please note that If you click into the permit and go to "reviews" you will not see any reports or supporting documents. Reports can only be accessed through the " Additional Information Required" link on the HOME page



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Building Permit BP-2020-01479: Applicant Revisions

Description: Residential - Single Family Residence - New

REVIEW STATUS

Review	Status	Corrections	Comments	Reviewer Comments
Building - Residential_Res	Corrections Required ←	▲ 2		Refer to Changemark Report
Fire Prevention_Res	Corrections Required	▲ 1		Refer to Changemark Report
Planning_Res	Complete			Refer to Conditions Report

→ [Download Changemark Report](#)

CONDITIONS OF APPROVAL

Please download and save the Conditions Report and ensure all requirements are met prior to building permit issuance or final Certificate of Occupancy approval. Contact each Department listed in the report separately to resolve any outstanding conditions or holds that may delay the issuance of your permit or approval for occupancy.

→ [Download Conditions Report](#)

CORRECTIONS REQUIRED

🔍 Search...

File Name	Review	Correction
A2.1.pdf	Building - Residential_...	Fire Separation Distance A minimum 5 ft. to property line is required or a ...
A3.1.pdf	Fire Prevention_Res	Fire Sprinklers A minimum NFPA 13 R system is required per NFPA Standar...
S-2.pdf	Building - Residential_...	Shear Wall Segment must be Type 4 and 5 ft. in length along grid-line C per ...

Please provide your response: ←

See version 2 upload

- From the APPLICANT REVISIONS screen, check REVIEW STATUS, download all reports and view all marked up electronic plans
- Note the current status from each City team – either CORRECTIONS REQUIRED or COMPLETED status will populate
- COMPLETED status indicates the plan check is approved either with or without conditions. Please access the Conditions Report to validate any requirements that may impact permit issuance
- Be sure to DOWNLOAD CHANGE MARK REPORT, as you will not be able to access this report once you have RESUBMITTED.
- Each review cycle will only populate the latest Changemark report, so ensure you save all reports
- Note the CONDITIONS OF APPROVAL section and DOWNLOAD the CONDITIONS REPORT
- Provide responses in the noted field. You may also upload a response letter as a “Supplemental Document”



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CORRECTIONS REQUIRED

Search...

File Name	Review	Correction
A0.1-PV1.pdf	Building - Photovoltaic...	Changemark note #02 SEE PREVIOUS COMMENTS

Please provide your response:

UPLOADED DOCUMENTS

1 item selected Upload New Version Exclude Document

File Name	Document Type	Comments	Markups
- (7) Existing Documents			
<input checked="" type="checkbox"/> A0.1-PV1.pdf	V2 Drawings (Architectural)		
<input type="checkbox"/> A0.1-PV2.pdf	Drawings (Architectural)		
<input type="checkbox"/> E1.0-PV4.pdf	V2 Drawings (Electrical)		
<input type="checkbox"/> E1.1-PV4.1.pdf	Drawings (Electrical)		
<input type="checkbox"/> E1.2-PV5.pdf	Drawings (Electrical)		
<input type="checkbox"/> S1.0-PV3.pdf	Drawings (Structural)		
<input type="checkbox"/> S1.1-PV3.1.pdf	Drawings (Structural)		

- After reviewing all reports, comments and marked up plans, please ensure you provide a response, or you will not be able to progress with resubmission
- When ready, you may upload any new documents (response letters, missing reports, etc.) as a “Supplemental Document”
- To upload the next version of the marked-up drawing, go to “Existing Documents” and click on the last version of the drawing, then click “Upload New Version” to populate the latest drawing in the system
- **Advisory: When uploading new versions, DO NOT RENAME your plan sheets – upload as new versions only, using the same name as the original upload.**
- Continue this process with each previously marked up drawing until you see all the newest versions on the screen
- You may also choose to exclude any previous documents by clicking “Exclude Document”



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Please provide your response:
Please see version 3 documents and attached response letter.

UPLOADED DOCUMENTS

Group by: Type Filter by: Markups

File Name	Document Type	Comments	Markups
(1) New Documents			
<input type="checkbox"/> PC Response Letter #3.pdf	New Supplemental document type	Add comment	
(3) New Version			
<input type="checkbox"/> A-1.pdf	Version 3 Drawings (Architectural)	Add comment	
<input type="checkbox"/> A-4.pdf	Version 3 Drawings (Architectural)	Add comment	
<input type="checkbox"/> S1.pdf	Version 3 Drawings (Structural)	Add comment	
(1) Supplemental Documents			
<input type="checkbox"/> Planning Division Clearance Form.pdf	Supplemental document type	Add comment	
(11) Existing Documents			
<input type="checkbox"/> A-1.1.pdf	Drawings (Architectural)		
<input type="checkbox"/> A-1.2.pdf	Drawings (Architectural)		
<input type="checkbox"/> A-2.pdf	Drawings (Architectural)		
<input type="checkbox"/> A-3.pdf	Drawings (Architectural)		
<input type="checkbox"/> A-5.pdf	Drawings (Architectural)		
<input type="checkbox"/> A-6.pdf	Drawings (Architectural)		
<input type="checkbox"/> SD1.pdf	Drawings (Structural)		
<input type="checkbox"/> Structural Calculations.pdf	Drawings (Supporting Document)		
<input type="checkbox"/> T-1.pdf	Drawings (General)		
<input type="checkbox"/> T-2.pdf	Drawings (General)		
<input type="checkbox"/> T-3.pdf	Drawings (General)		

←

- Ensure you have provided a response, uploaded any supporting documents and the latest versions of each marked up drawing
- When ready, click the submit button to begin the next review cycle with the City
- You will see the confirmation below after submittal validating the City has received your response and the project is "in review"

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Building Permit BP-2020-01762: In Review

CONFIRMATION ←

Information Submitted Successfully
click here...

Screen ID: 1391631



CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR
WATCHING!**

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

