



# PLAN LOG IN SHEET

All Information must be filled out completely.

If **ALL** information is not provided, your plans may be **REJECTED** or **DELAYED** for plan review. **PLAN CHECK FEE PORTION IS REQUIRED TO BE PAID AT THE TIME OF 1<sup>ST</sup> SUBMITTAL.** Please ask for any assistance.

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Installing contractor name: \_\_\_\_\_ Phone: \_\_\_\_\_

Installing contractor address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Installing contractor's email: \_\_\_\_\_

Installing contractor state license #: \_\_\_\_\_ City Business License #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

(Note: Licenses shall be current to obtain permit.)

**\*\*\* Please complete the following that applies to your submittal \*\*\***

**Fire Sprinkler System:** Commercial In-rack Res./Custom Home Res./Tract #: \_\_\_\_\_  
Number of sprinklers: \_\_\_\_\_

**Fixed Extinguishing System:** Wet/Dry Carbon Dioxide Clean Agent  
Number of systems: \_\_\_\_\_

**Fire Alarm System:** Number of devices: \_\_\_\_\_

ETL # \_\_\_\_\_  FM # \_\_\_\_\_  UL-UUFX #S \_\_\_\_\_

**NOTE: New fire alarm installations require fire alarm C10 contractors to be ETL, UL-UUFX or FM listed and new installations shall be ETL, UL-UUFX or FM certificated for the life of the system. If you are not ETL, UL-UUFX or FM certified a permit will not be issued. (Riverside Municipal Code, 16.32.340)**

**Fire Protection Underground**  **Aboveground Tank** – # of tank(s): \_\_\_\_\_

**High Piled Storage (Other)**  **Underground Tank** – # of tank(s): \_\_\_\_\_

**Hazardous Material Analysis (Other)**  **Other:** \_\_\_\_\_

**\*\*\* Number of plan pages submitted for one set: \_\_\_\_\_**

**\*Please Circle Submittal Type:**

New Tenant Improvement Resubmittal - Permit #: \_\_\_\_\_ As-built/Revision - Permit #: \_\_\_\_\_

### For Office Use Only

Permit Number: \_\_\_\_\_ Bin Number: \_\_\_\_\_ Assigned inspector: \_\_\_\_\_

Person contacted for permit pick up: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_