

PW OCCUPANCY RELEASE REQUEST

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City of Arts & Innovation

Before requesting an Occupancy Release from Public Works (PW), Please make sure that you have completed the following:

- 1) The PW Inspector signed off on the project (Final Completion, including punch-list items),
- 2) You have paid the Sewer's Permit To Connect (PTC),
- 3) You have submitted the lot's Final Grading Certification from Engineer to the PW Inspector,
- 4) You have submitted the Final BMP Certification to the PW Inspector,
- 5) You have submitted the Final Soils Report to the PW Inspector,
- 6) You have submitted the Final As-Builts to the PW Inspector.

Public Works cannot release your lot for occupancy unless you have met the above requirements.

Please provide the following to process this request:

BUILDING PERMIT #: _____

INSPECTOR: _____

TRACT NUMBER: _____

LOT(S) #: _____

ADDRESS(ES): _____

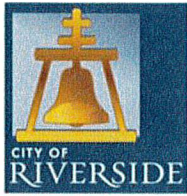
Special Notes:

Contact Person: _____

Phone No./Cell No: _____

Internal Use Onl

PTC PAID: YES ___ NO ___ SEPTIC ___ WMWD
 GRADING CERTIFICATE SUBMITTED TO PW: YES ___ NO ___
 INSPECTOR SIGNED OFF FINAL COMPLETION: YES ___ NO ___



Public Works Contract Administration

Construction Material Haul Route

City of Arts & Innovation

Haul route request is not a permit for oversized vehicles/loads exceeding statutory limitations on the size, weight, and loading of vehicles contained in Division 15 of the California Vehicle Code.

Provide the following required information for proposed haul route to PW Construction Inspector.

- Project permit number for material import and/or export sites located within City limits.

- Company name, contact name and phone number (name, phone, etc.)

- Attach map depicting to and from locations (within City limits only)

- Quantity of sweepers (minimum 1 ea. at each site within City limits)

- Requested import/export start and end date (e.g. January 2, 2019 thru January 16, 2019)

- Requested haul days and hours (e.g. Monday thru Friday 8:30am to 3:30pm)

- Material (dirt, base, asphalt) and the types of trucks (belly dump, super 10's, etc.)

PW Inspector completes initial review prior to Contract Administrator (CA) granting final approval and/or comments.

Once approved by the CA, the PW Inspector will then notify the applicant of the approval and route associated documents to the applicant.

****Special consideration will be made when routes are around schools, special events and existing street work.**

SAMPLE

Print on Company Letterhead Including:
Company Name, Address, Phone Number

PW 00-0000
Rough Grading

Insert Date

Department of Public Works
City of Riverside
3900 Main Street
Riverside, CA 92522

Subject: Civil Engineer's Certification of Compliance for Rough Grading.
Insert Tract / Parcel Map # with Lots or Insert Address

Reference: Insert Grading Plan Reference (Engineer, drawing title and date)

In accordance with the City of Riverside Municipal Code Title 17.28.10 and the requirements of the Building Code, I certify approval of this project as outlined above, to rough grade. In accordance with the approved grading plan for this project, rough grading has been completed and approximate final elevations have been established for building pads, drainage devices, and paved areas, and temporary erosion control measures have been installed.

By: _____

Date: _____

Insert Engineer's Name

Insert License # & Title

Insert Company Name



Attachment: As-Graded Plan [*If applicable*]

SAMPLE

Print on Company Letterhead Including:
Company Name, Address, Phone Number

PW 00-0000
Final Grading

Insert Date

Department of Public Works
City of Riverside
3900 Main Street
Riverside, CA 92522

Subject: Civil Engineer's Certification of Compliance for Final Grading.
Insert Tract / Parcel Map # with Lots or Insert Address

Reference: Insert Grading Plan Reference (Engineer, drawing title and date)

In accordance with the City of Riverside Municipal Code Title 17.28.10 and the requirements of the Building Code, I certify approval of this project as outlined above, to final grade. In accordance with the approved grading plan for this project, all grading has been completed including final building pads, completed drainage devices, and permanent erosion control facilities, including slope planting and irrigation systems as required.

By: _____

Date: _____

Insert Engineer's Name

Insert License # & Title

Insert Company Name



Attachment: As-Graded Plan [*If applicable*]

SAMPLE

Print on Company Letterhead Including:
Company Name, Address, Phone Number

Insert Date

Grading Permit # - PW 00-0000

Department of Public Works
City of Riverside
3900 Main Street
Riverside, CA 92522

Subject: Civil Engineer's Certification of BMPs
Insert Project Name and Address

Reference: Insert WQMP Reference (Preparer and Date)

In accordance with Section XII.1 of the 2010 Santa Ana MS4 Permit, I certify that I have verified, through field observation and inspection, that all structural site design, source control, and treatment control BMPs are designed, constructed, working, and functional in accordance with the approved WQMP.

By: _____

Date: _____

Insert Engineer's Name
Insert License # & Title
Insert Company Name

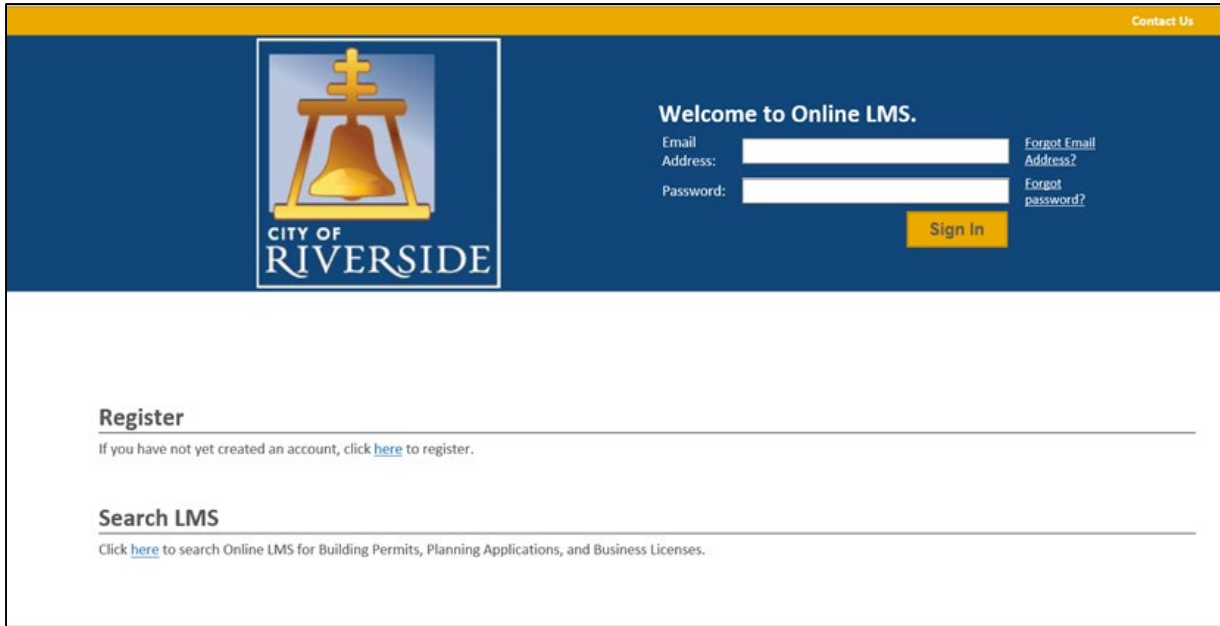


--Project BMP Information Form must be attached--

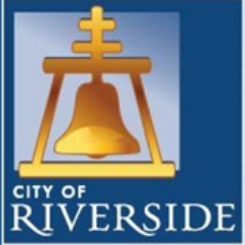
HOW TO REQUEST PUBLIC WORKS INSPECTIONS



HOW TO REQUEST PUBLIC WORKS INSPECTIONS



City of Riverside Online LMS Login Page

City of Riverside logo: 

Welcome to Online LMS.

Email Address:

Password:

Sign In

Forgot Email Address?

Forgot password?

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.

- 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

Public Permit Portal

Click here to enter the portal: <https://posselms.riversideca.gov/prod/pub/lms>

Advisory: The use of Google Chrome is the recommended browser for the Public Permit Portal to ensure the best performance possible.



HOW TO REQUEST PUBLIC WORKS INSPECTIONS

Home | Search | Pay | My Payments | Profile | Sign Out

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. As a registered user, you will be able to submit online applications and track project activities in real time as outlined below.

[Building Permits](#) [Public Works Permits](#) [Fire Permits](#)
[Water Permits](#) [Planning Approvals](#)

My Inspections **My Activities**

Show less...

These are your recent Permits and Applications. Click "Show more" to see a larger list or "Search" to search for specific inspections.

PERMITS

Type	File Number	Address	Description	Status	Created Date	
Construction	GP-2021-13817	3900 MAIN ST , Riverside, CA 92522-0001	Residential - Construction - driveway approach	Issued	Dec 21, 2021	Request Inspection
Construction	GP-2021-13816		- Construction	Draft	Dec 21, 2021	

[Search](#)

- Under MY ACTIVITIES, all permits will indicate the application status associated with your user account and will be displayed in the area below
- Click on the **"Request Inspection"** link for the specific permit application that you would like to request an inspection for and view the status is in real time
- If there are multiple active permits, you can also search for the permit by permit number by selecting **"Search"**
- Click on the specific permit application that you would like to view



HOW TO REQUEST PUBLIC WORKS INSPECTIONS

General Permit - GP-2021-13817

Status: Issued Application Date: Dec 21, 2021
Issue Date: Dec 21, 2021
Completed Date:
Expiration Date: Jan 15, 2022

Description: Residential - Construction - driveway approach

Details Documents Permit Type Details Inspections Processes Review Schedule

DETAILS

Type: Residential
Permit Type: Construction
Primary Location: 3900 MAIN ST , Riverside, CA 92522-0001
Specific Location: test permit for inspection procedure manual
Work Description: driveway approach

RELATED INFORMATION

Type	Description
HOLDS	
Required Before	Type
No Holds	

PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

RENEW PERMIT

[Request Permit Renewal](#)

WITHDRAW PERMIT

You cannot withdraw this permit at this time.

AMEND PERMIT

[Amend General Permit](#)

REQUEST INSPECTION

[Request Inspection](#)

LOCATIONS

Parcel ID	Address	Net Acres
215-372-014	3900 MAIN ST , Riverside, CA 92522-0001	

Total Area:

CONTRACTORS

Type	Contractor...	Contract Value	Final Req.
Building:			<input type="checkbox"/>
Electrical:			<input type="checkbox"/>
Mechanical:			<input type="checkbox"/>
Plumbing:			<input type="checkbox"/>
Other:			

Total Contract Value: \$0.00

OWNER/TENANT

Apply as: Homeowner
Name:
Mailing Address: 3900 main st
City: riverside State: CA

- Once you have opened the DETAILS of the permit activity will be displayed
- Verify that you are accessing the correct permit for which you would like to schedule an inspection
- Under PERMIT ACTIVITIES, select REQUEST INSPECTION
- If the section indicates that you cannot request an inspection at this time, please contact Public Works for further assistance



HOW TO REQUEST PUBLIC WORKS INSPECTIONS

General Permit - GP-2021-13817

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RELATED INFORMATION

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HOLDS

Required Before Type
No Holds

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FEES

You have no outstanding fees.

RENEW PERMIT

Request Permit Renewal

WITHDRAW PERMIT

You cannot withdraw this permit at this time.

AMEND PERMIT

Amend General Permit

REQUEST INSPECTION

Request Inspection ←

- Click on REQUEST INSPECTION
- Verify that you are accessing the correct permit for which you would like to schedule an inspection
- Under PERMIT ACTIVITIES, select REQUEST INSPECTION



HOW TO REQUEST PUBLIC WORKS INSPECTIONS

Request an Inspection General Permit (GP-2021-13817) ←

DETAILS

Contact Phone Number: (951) 826-5431

Requested Date: Dec 27, 2021

Requested Time: AM PM (Any Time)

Special Instructions for Inspector:

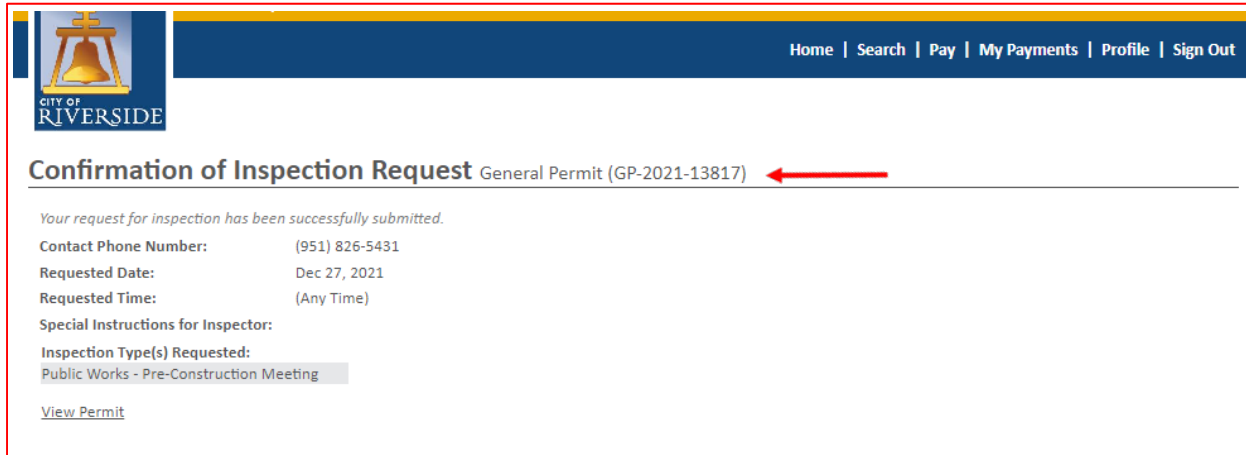
INSPECTION TYPES ←


Use the check boxes below to select the type of inspection you would like to request. Please note that AM inspections generally occur from 8 AM until noon and PM inspections from 1 PM until 4 PM. Please also note that any requested date or time may not be available due to the inspectors workload. You will be notified if your requested date or time needs to be rescheduled. You may also call the Building Inspector between 7:30 AM and 8 AM to discuss your inspection request and schedule. The Building & Safety Division will make every effort to accommodate inspection requests when possible.

Request Inspection Cancel Inspection Request ←

- Enter your phone number
- Confirm the requested date
- Confirm the preferred time (this is not guaranteed, the inspection team will do their best to accommodate the request)
- Add any special instructions for the inspector
- Click the specific type of inspection you are requesting from the options provided. Click on the appropriate box
- Click REQUEST INSPECTION to continue

HOW TO REQUEST PUUBLIC WORKS INSPECTIONS



 Home | Search | Pay | My Payments | Profile | Sign Out

Confirmation of Inspection Request General Permit (GP-2021-13817) ←

Your request for inspection has been successfully submitted.

Contact Phone Number: (951) 826-5431
Requested Date: Dec 27, 2021
Requested Time: (Any Time)

Special Instructions for Inspector:
Inspection Type(s) Requested:
Public Works - Pre-Construction Meeting

[View Permit](#)

- You will see this screen confirming your inspection request.



CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR
WATCHING!**

**FOR FURTHER ASSISTANCE, CONTACT THE CITY OF RIVERSIDE
ONE STOP SHOP 951-826-5341**

