

# SUBDIVISION PROCESS From Conceptual to Production



Courtesy of Riverside County Building & Safety Department

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### **DEFINITIONS**

**BSD** Building Standard Design, these will be master plans and will be used throughout your entire development. Including plans for your models or wall design. Plans will include architectural and engineering plans and calculations.

**FSD** Final Site of Development, this is the overall plan mix approved by Planning, as well as a plotting of the homes in relation to the required setbacks.

**MHC/MHCP** Model Home Complex, this will include your walk-through model homes and sales office. Model home complex will require a Planning Department approval of a Plot Plan.

**PGP** Precise Grading Permit, this permit follows your rough grading permit and identifies all final drainage and building footprint.

**PP** Plot Plan, Minor Plot Plan, or Plot Plan Administrative (**PPA**) – A Plot Plan is a case type at Riverside County, there are two versions, a major for entitlements and a minor for administrative approvals such as for parking and landscaping, model home complexes, and final sites of development.

**COA** Conditions of Approval, conditions of approval are tied to the tract entitlement. Conditions will always be attached to any of your permits throughout development.

**BRS** Building Residential Structure, this acronym will be used for both model and production units throughout your development.

**BGR** Building Grading Permit, is used for rough grading or precise grading permits.

**SODV** Soil of Summary Design, this document will identify all soil types for each lot and be required for each phase of construction.

**MT** Mitigation Fee or developer fees, applies to any type of development fee you are conditioned to pay.

**EDA** Economic Development Agency

**BWL** Building Wall, this acronym will apply to any wall permit included in your master wall plan.

### **How to Apply**

How to Apply for a Building Permit with the Building & Safety Department (Subdivision)

### Step 1 - Register for a PLUS Online Account.

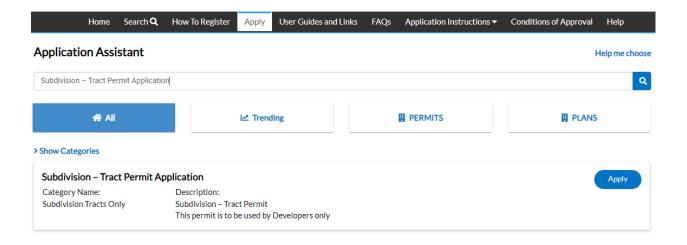
If you have not already done so, register for a PLUS Online account at <a href="www.RivcoPlus.org">www.RivcoPlus.org</a>. If you have questions on registering, please contact <a href="PLUSAssist@rivco.org">PLUSAssist@rivco.org</a>.

### **Step 2 - Prepare for your submittal.**

Submittals require a master application with a complete job description. Consult Handbook for other documents/files that must be present on submittal.

### **Step 3 – Apply Online.**

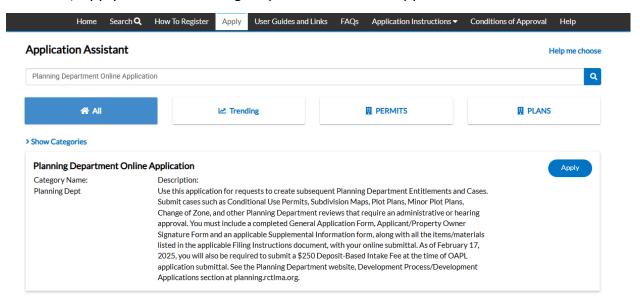
Go to <a href="www.RivcoPlus.org">www.RivcoPlus.org</a> and click "Apply." For Subdivision submittals, you will apply under "Subdivision - Tract Permit Application." You will receive an OASUB number. This is a submittal number, not a permit. We will get to submittal in order received.



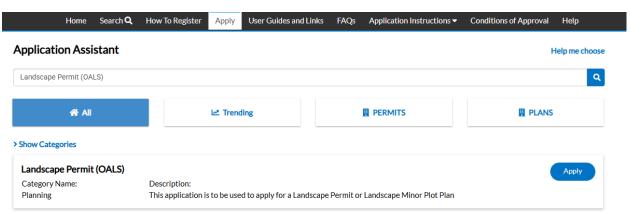
### **Planning Submittals**

PPAs and Landscape plans are commonly needed prior to applying for some types of Building & Safety Subdivision Permits. Please see below where you can apply for these on PLUS Online. For more information on Planning submittals, please go <a href="here">here</a>.

For PPAs, apply under "Planning Department Online Application."



For Landscape Plans, apply under "Landscape Permit (OASL)."



### **Common Processes**

The following processes are common for a variety of permits/plans prior to issuance or prior to final. Use as a guide where applicable.

#### **Forms**

There are various forms mentioned throughout this handbook. All our forms can be found <a href="here">here</a>. They can be found under the "Applications" Tab and the "Handouts" tab.



#### **Plan Revisions:**

Revisions and/or corrections of plans are to be uploaded to lead permit in Plus Online and are not accepted via email. Revisions Form 284-402 should accompany any revisions to detail alterations made. Subdivision, Plan Check (or Grading if BGR) are to be notified of revisions to make sure plans are properly processed for review.

Re-distribution of plan check approved revised plans are subject to Subdivision comparison review depending on revisions made. Review is to be requested via email to Subdivision team at <a href="mailto:buildingsubdivision@rivco.org">buildingsubdivision@rivco.org</a>.

#### Mitigation Fees:

Applicant must submit request for calculation of MT fees for payment. If tract has any credit agreements, applicant must notify Subdivision staff at time of request. Credit agreements may impact how fast fees are distributed to applicant, as credit is being calculated and determined by other departments.

Applicant to forward receipt of paid MTs to Subdivision staff for clearance of MT COA's. At that time, any outstanding prior to final associated Planning conditions will also be cleared.

Please note payments made with unsecured funds (checks, company check, e-check) will be subject to a ten (10) day hold period. Payments made with secured finds (credit card, cashier's check, cash) are not subject to the hold period and can be cleared the same day. (\*The County of Riverside accepts credit card or e-Check payments but be advised that there is an additional 2.28% transaction service fee when paying by credit card. There is no additional fee for e-Check payments.)

### **Quimby Condition:**

Applicant must provide a clearance letter from EDA or the respective Parks District to clear any Quimby conditions; a copy of Quimby agreement(s) is not acceptable.

### **Subdivision Comparison Review:**

Comparison review occurs prior to issuance/release of BSD Architectural, BSD Wall, Park Amenity, and BGR Grading plans. Plan check approved plans are compared to associated Planning entitlements (PPAs), tract recorded maps (mylars/ check prints), or even other BGR grading plans to ensure scope of work is in accordance with what County of Riverside has approved for the project.

Once permit is plan check approved, the applicant must send an email request to <a href="mailto:BuildingSubdivision@rivco.org">BuildingSubdivision@rivco.org</a> and allow 5-7 business days for Subdivision staff to perform comparison review and verify the content of the plans do not contain discrepancies. Review will not occur until all elements required for the review are approved. Any mismatching between entitlement, BSDs, or permit will require revisions to said plan(s) or substantial conformance to applicable entitlements cases to correct any discrepancies.



### **BSD (Architectural) Plans Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **BSD Plans Submittal Requirements (Architectural Plans):**

- Application to construct form 284-500.
  - Each phase must have its own BSD submittal (i.e TR12345, TR12345-1, TR12345-2)
  - Each BSD phase submittal must contain <u>all plan types</u> present in that phase.
- Processing worksheet form 284-187C.
- One (1) complete sets of plans in a single file including:
  - o One (1) set of floor plans.
  - One (1) set of energy calculations.
  - One (1) set of solar plans (can be deferred).
  - o One (1) copy of soils report.
  - Summary of Design Variation Table (SODV).
- One (1) copy of approved acoustical analysis if required by the tract's conditions of approval.
- One (1) set of structural calculations.
- One (1) set of truss calculations (unless engineer of record proposes deferred truss submittal).
- Remittance of Plan Check fee at time of submittal.

### **BSD (Architectural) Plans Distribution:**

BSD plans will only be distributed to the applicant after the following occurs:

- FSD and MHC is approved.
- Plan Check approved plans must go through Subdivision comparison review and pass.
- Precise Grade BGR is approved and issued.
- First set of BRS permits associated with corresponding plans are ready for issuance.



### **Model BRS Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Model BRS Submittal Requirements:**

- MHC Plot Plan must be approved.
  - o If submitted prior to MHC approval, concurrent processing form is to be submitted and permits are to be considered at risk.
- GIS must send us a completed Address List for the tract.
- Application to construct form 284-500.
- Processing worksheets form 284-187.
- BSD Architectural permits are applied for.
- Remittance of plan check fee at time of submittal.

#### NOTE:

- Submittals of any MHC permits will not be accepted if no MHC PPA is applied for.
- Sales office will require a separate building permit(s).
- Accessory structure(s) will require separate building permit(s).

### **Model BRS Issuance Requirements:**

Model BRSs will only be issued to the applicant after the following occurs:

- MHC is approved.
- Model Precise Grade BGR is issued.
- BSD architectural plans must pass all reviews and be ready for release.
- All prior to issuance (80s) COA's are satisfied on Model BRS permits.
- Sales office permit approved and ready for issuance.

### NOTE:

 Model BRS, Sales Office, and Model Accessory permits will be issued simultaneously and distributed with plan check approved BSD Architectural Plans.

### **Model Planning Inspection:**

To prepare for Model opening, an inspection with Planning will need to be scheduled.

- Must submit completed form 295-1078 form to Planning, listing all permits to be inspected.
- All Mitigation fees must be paid prior to inspection.
- MHC must match approved MHC Plot Plan and satisfy the MHC PP conditions upon inspection.
- Sales Office and all accessory permits and walls must be final prior to scheduling inspection.
- Models must be accessible and path of travel clear for Planning inspector to access. Any
  obstructions in any of the models or model home complex will result in a failed Planning
  inspection. An additional planning request for inspection would be required and rescheduled for a later date once obstruction(s) are cleared.



### **Site Design Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Site Design Review BXX Process:**

- Applicable to all multi-family tract projects (condos, town homes & high-density projects).
- BXX permit \$2,000.00 initial deposit.
- Backbone plans are to be incorporated into Site Design Plans and will not be processed separately.
- Irrigation Meters can be added to Site Design, but is not required.
- Plans for Site Design must match same shape and boundaries to the FSD of the tract
- For tracts sharing MHC with neighboring tract, will utilize shared MHC.
- Associated permits (light standards, EV chargers, electrical meters, irrigation meters) will be generated at same time as Site Design BXX.

#### **Site Design Review BXX Submittal Requirements:**

- FSD PPA must be approved.
  - If submitted prior to PPA approval, concurrent processing form is to be submitted, and permits are to be considered at risk.
- Must have applied for Model BRSs as BXX will be linked to them
- Application to construct form 284-500.
  - Each phase must have its own submittal (i.e TR12345, TR12345-1, TR12345-2)
- One (1) complete sets of plans in a single file including:
  - Electrical Site Plan and Electrical Plans
  - EV Charging stations and locations with electrical details illustrating parking spots (EV Chargers should tie into existing building house meter, if new meter proposed must be plotted on Site Design with details)
  - ADA Path of Travel
  - Light Standards & Details with Locations
  - Panel Schedule(s)
  - o Any additional electrical details & load calcs that are applicable
  - Parking must meet ADA requirements if not assigned to specific tenant, plan must state which residence each parking spot is assigned to.

- If parking is not assigned, must comply with 11A & 11B of Current California Building Code
- o Irrigation Meters do not have to be plotted on Site Design Plan and is optional
- Remittance of plan check fee at time of submittal.

### **Site Design Review BXX Issuance Requirements:**

- Planning review & approval required prior to permit issuance to verify number of parking spaces complies with planning approval.
- Plan Check approved plans must go through Subdivision comparison review and pass.
- BXX can be issued once BGR is issued.

### NOTE:

- Prior to model BRS final, the BXX Site Design permit must be final.
- Prior to issuance of the first phase of BRS permits, BXX Site Design must be approved by Building & Safety.



### **Model Sales Office Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Garage Sales Office Conversion BXX Submittal Requirements:**

- MHC Plot Plan must be approved.
  - o If submitted prior to MHC approval, concurrent processing form is to be submitted and permits are to be considered at risk.
- Application to construct form 284-500.
- One (1) Complete Set of Construction Plans including:
  - o Scope of work description to be included on cover page of construction plan.
  - Tract and lot numbers must be clearly labeled on the title page (e.g. TR12345 Lots 1-50).
  - Sales Office Construction details and floor plan entire MHC scaled Site Plan including setbacks & lot number(s) for reference.
  - o ADA Path of Travel must be illustrated on site plan.
- Remittance of plan check fee at time of submittal.

#### NOTE:

- Submittals of any MHC permits will not be accepted if no MHC PPA is applied for.
- Any temporary amenities to sales office (trellis, fountain, etc.) requires separate permit and approval on MHC Plot Plan

### **Garage Sales Office BXX Issuance Requirements:**

- MHC is approved.
- Plan Check approved plans must go through Subdivision comparison review and pass.
- Model Precise Grade BGR is issued.
- BSD Architectural plans must be released or ready for release.
- Model BRS permit(s) must be issued or ready for issuance.

### Modular Sales Office (Commercial Trailer) BMN Submittal Requirements:

- MHC Plot Plan must be approved.
  - o If submitted prior to MHC approval, concurrent processing form is to be submitted and permits are to be considered at risk.
- Sales Trailer must be plotted on MHC Grading Plan.
- Application to construct form 284-500.
  - A separate permit is provided for site prep, install, and low profile (if applicable) –
     BMNs.
  - o No permanent foundation permits allowable since temporary.
  - If sales trailer not utilizing low profile installation, a separate BXX permit will be required for ADA ramps.
- Title Search or Manufacturer Certificate of Origin from HCD required no older than 30 days verifying ownership, size, serial/HUD numbers, year manufactured (if location in High fire area, unit must meet high fire requirements)
- One (1) Copy of site plan including:
  - o Scope of work and description to be included on cover page of construction plan.
  - Site Plan must illustrate setbacks of modular to each property line (minimum size 11" x 17").
  - o Dimensions of trailer (size) must match approved MHC.
  - o Location of Meter to Modular (separate BEL permit for modular will be required).
  - Plans stamped by HCD (or approved by an accepted third-party company).
  - o ADA Path of Travel must be illustrated on site plan.
- Remittance of plan check fee at time of submittal.

#### NOTE:

• If sales trailer not included in approved MHC, a separate plot plan and grading plan for a sales trailer will be required.

### **Modular Sales Office BMN Issuance Requirements:**

- MHC is approved.
- Plan Check approved plans must go through Subdivision comparison review and pass.
- Model Precise Grade BGR is issued.
- BSD Architectural plans must be released or ready for release.
- Model BRS permit(s) must be issued or ready for issuance.



### **Model Temporary Generator Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Temporary Generator BXX Submittal Requirements:**

- Application to construct form 284-500.
- Plan set as outlined on Temporary Generator Requirements form 284-167.
- Building permit BRSs for lot(s) that will be serviced by temporary generator must be applied for prior to submitting.
- Remittance of plan check fee at time of submittal.

#### **Temporary Generator BXX Issuance Requirements:**

Model building permits must be ready for utility release and approved for public access. The following needs to occur prior to utility release:

- For model BRS permits:
  - o Planning inspection completed and approved.
  - Mitigation fees must be paid.
  - o Prior to final COA must be cleared, except for Transportation.
- All model amenities and walls must be final (if applicable).
- Sales office must be final.
- Each model permit must include an internal note from Planning, Transportation, and Subdivision that they are ready for utility release. Prior to this note, all above must be complete.



### **Model Precise Grade Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Model Precise Grade BGR Submittal Requirements:**

- MHC and FSD must be submitted prior to submitting the grading plan.
  - o If submitted prior to MHC and FSD approval, concurrent processing form is to be submitted and permits are to be considered at risk.
- GIS must send us a completed Address List for the tract.
- Application to construct form 284-500.
- Processing worksheet form 284-187E.
- One (1) complete set of plans including:
  - Scope of work and respective lot numbers must be clearly indicated on the cover sheet.
  - Plans must illustrate entire project boundary.
  - ADA Path of Travel must be illustrated on site plan.
  - One (1) copy of soils report.
- Remittance of plan check fee at time of submittal.

### **Model Precise Grade Issuance Requirements:**

- MHC is approved.
- Plan check approved plans must go through Subdivision comparison review and pass.
- Model Precise Grade prior to issuance (60s) COA's are satisfied.

#### NOTE:

• Subdivision staff do not release copies of grading plans until all prior to issuance COA's are satisfied and plans are issued. If another agency requires a set of grading plans for review prior to permit issuance (fire, flood, etc.), it is the applicant's responsibility to provide PDF as requested.

### **Model Precise Grade Buildout Revisions:**

If the parking lot for the model home complex is to be converted into housing:

- Model Precise Grade plan will need to be revised and plan check approved to remove the parking and show lot, setback, and building information for these new buildout lot(s).
- All model BRSs will need to be final prior to revised grading plans being released and issuance of any buildout BRSs.



### **Modular Commercial Building Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Modular Commercial Building BMN Submittal Requirements:**

- Must have a corresponding Planning entitlement (PPA)
  - Modular building must be plotted on the PPA.
  - If submitted prior to PPA approval, concurrent processing form is to be submitted and permits are to be considered at risk.
- Application to construct form 284-500.
  - A separate permit is provided for site prep, install, and permanent foundation BMNs
- Title Search or Manufacturer Certificate of Origin from HCD required no older than 30 days verifying ownership, size, serial/HUD numbers, year manufactured (if location in High fire area, unit must meet high fire requirements).
- One (1) Copy of site plan including:
  - o Scope of work and description to be included on cover page of construction plan.
  - Plan must include whole area modular building is for and where modular building lies for reference (e.g. if for a restroom building in a park, the whole park must be shown for reference).
  - $\circ$  Site Plan must illustrate setbacks of modular to each property line (minimum size 11" x 17").
  - o Dimensions of building must match approved PPA.
  - Location of house meter and any underground utilities, if applicable, to modular building (separate BEL and BPL permit for modular may be required).
  - Plans stamped by HCD (or approved by an accepted third-party company).
- One (1) set of structural calculations.
- Remittance of plan check fee at time of submittal.

### **Modular Commercial Building BMN Issuance Requirements:**

- Corresponding PPA must be approved.
- Corresponding Precise Grading Plan must be approved and issued.
- Plan Check approved plans must go through Subdivision comparison review and pass.
- School Fees must be paid, and a certificate of compliance must be presented.
- All prior to issuance COA's need to be satisfied.
- Tract Map is recorded.



### Recreation Centers (Commercial Buildings)/

### **Park Amenities Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Recreation Centers (Commercial Buildings) BNR Submittal Requirements:**

- PPA for recreation site and/or park site must be approved.
  - o If submitted prior to PPA approval, concurrent processing form is to be submitted and permits are to be considered at risk.
- Application to construct form 284-500.
- One (1) complete sets of plans including:
  - Scope of work and description to be included on cover page of construction plan.
  - o Site Plan must illustrate setbacks of commercial building.
  - o Dimensions of building must match approved PPA.
  - Location of house meter and any underground utilities, if applicable, to building (separate BEL and BPL permit for modular may be required).
- One (1) set of structural calculations.
- Remittance of plan check fee at time of submittal.

### **Recreation Centers (Commercial Buildings) BNR Issuance Requirements:**

- Corresponding PPA must be approved.
- Corresponding Precise Grading Plan must be approved and issued.
- All prior to issuance COA's are satisfied on BNR permit.
- Tract Map is recorded.
- Plan check approved plans must go through Subdivision comparison review and pass.

### **Recreation/ Park Amenities Submittal Requirements:**

For all amenities such as the pools, BBQs, firepits, basketball backboard poles, fencing over 7 feet, baseball field equipment (fencing, backstop, foul poles), light standards, gazebos, patios, play structures, bleachers, bollards, light standards, etc., permits are required.

- PPA for recreation site and/or park site must be approved.
  - o If submitted prior to PPA approval, concurrent processing form is to be submitted and permits are to be considered at risk.
- Application to construct form 284-500.
- One (1) complete sets of plans including:
  - Scope of work and description to be included on cover page of construction plan.
  - o A legend compiling all amenities for park/ recreation site.
  - Site Plan must illustrate location of every amenity.
- Manufacturer details for applicable amenities (e.g. park playground equipment)
- If plans include light standards, light bollards, lighting attached to patios, etc., electrical plans must be included.
- One (1) set of structural calculations for applicable structures.
- Remittance of plan check fee at time of submittal.

### **Recreation/ Park Amenities Issuance Requirements:**

- Corresponding PPA must be approved.
- Corresponding Precise Grading Plan must be approved and issued.
- Tract Map is recorded.
- Plan Check approved plans must go through Subdivision comparison review and pass.

### NOTE:

• Any electrical meters for park amenities will have a "prior to final" clearance that all associated electrical park amenities will need to be final before the meter can final.



### **Production BRS Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Production BRS Submittal Requirements:**

- Application to construct form 284-500.
- Processing worksheet form 284-187.
- GIS must send us a completed Address List for the tract.
- Rough and Precise Grade permits are applied for.
- BSD Architectural permits are applied for.
- FSD must be approved.
  - o If submitted prior to FSD approval, concurrent processing form is to be submitted and permits are to be considered at risk.
  - Square footage, setbacks, and plan types/ elevations will be verified prior to issuance of permits if BSDs/FSD not approved at intake.
- Remittance of plan check fee at time of submittal.

### **Production BRS Issuance Requirements:**

- FSD and MHC are approved.
- Production precise grade BGR is issued.
- BSD architectural plans must pass all reviews and be ready for release.
- Tract Map is recorded.
- All prior to issuance (80s) COA's are satisfied on lead production BRS permit.
  - o If in ETUMF area, ETUMF Mitigation Fees to be paid prior to issuance.



### **BSD (Wall) Plan Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **BSD (Wall) Plan Submittal Requirements:**

- FSD and MHC must be approved prior to submittal.
  - o If submitted prior to FSD/MHC approval, concurrent processing form is to be submitted and permits are to be considered at risk.
  - o To ensure model type and wall locations are consistent with plans being reviewed.
- Application to construct form 284-500.
  - Each phase must have its own BSD submittal (i.e. TR12345, TR12345- 1, TR12345- 2).
- One (1) complete sets of plans in a single file including:
  - Scope of work and description to be included on cover page of construction plan.
  - Tract and lot numbers must be clearly labeled on the title page (i.e. TR12345 Lots 1-50).
  - Wall types (i.e. retaining, side, rear, return, perimeter) on all pages shall be color coded to conform to the legend.
  - o Identification of lots in which retaining walls are 3' or more above grade level.
- One (1) set of structural calculations.
- One (1) copy of soils report.
- One (1) acoustical analysis (if required by the tract's conditions of approval).
- Remittance of plan check fee at time of submittal.

### **BSD (Wall) Plans Distribution:**

BSD plans will only be distributed to the applicant after the following occurs:

- FSD and MHC are approved.
- Plan Check approved plans must go through Subdivision comparison review and pass.
- Rough Grade BGR permit issued (for Perimeter wall plans).
- Precise Grade BGR permit issued (for Interior wall plans).
- Tract Map is recorded (for Interior wall plans).
- First set of BWL permits associated with corresponding plans are ready for issuance.



### **Production Wall Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Production Wall BWL Submittal Requirements:**

- FSD and MHC must be approved prior to submittal.
  - o If submitted prior to FSD/MHC approval, concurrent processing form is to be submitted and permits are to be considered at risk.
- GIS must send us a completed Address List for the tract.
- BSD Wall plan is applied for.
- Rough and Precise Grade permits are applied for.
- Application to construct form 284-500.
- Processing worksheet form 284-187D.
- Remittance of plan check fee at time of submittal.

### **Production Wall BWL Issuance Requirements:**

- FSD and MHC are approved.
- Rough Grade BGR permit issued (for Perimeter walls).
- Precise Grade BGR permit issued (for Interior walls).
- Tract Map is recorded (for Interior walls).
- BSD wall plans must pass all reviews and be ready for release.



### **Tract Mass or Rough Grade Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Tract Mass or Rough Grade BGR Submittal Requirements:**

- Application to construct form 284-500.
  - o BMP permit created automatically alongside Rough Grade permit.
- One (1) complete sets of plans in a single file including:
  - Scope of work must be clearly indicated on the cover sheet.
  - o Plans must illustrate entire project boundary.
- Remittance of plan check fee at time of submittal.

### **Tract Mass or Rough Grade BGR Precise Grade Issuance:**

- Plan check approved plans must go through Subdivision comparison review and pass.
- Mass or Rough Grade prior to issuance (60s) COA's are satisfied.

### NOTE:

• Subdivision staff do not release copies of grading plans until all prior to issuance COA's are satisfied and plans are issued. If another agency requires a set of grading plans for review prior to permit issuance (fire, flood, etc.), it is the applicant's responsibility to provide PDF as requested.



### **Production Precise Grade Requirements**

All plan and permit submittals must be applied for using <u>PLUS Online</u>, for which you must have an account. It will be applied under "Subdivision — Tract Permit Application." An OASUB number will be generated. This is not a permit. Staff will work on submittals in order received and will send invoices via e-mail. Submitting and obtaining corrections are also processed through PLUS Online. If you wish to request for issuance, please email <u>BuildingSubdivision@Rivco.org</u>, and staff will respond in order received. You will receive a response when request is complete.

### **Production Precise Grade BGR Submittal Requirements:**

- MHC and FSD must be submitted prior to submitting the grading plan.
  - o If submitted prior to MHC and FSD approval, concurrent processing form is to be submitted and permits are to be considered at risk.
- GIS must send us a completed Address List for the tract.
- Application to construct form 284-500.
- Processing worksheet form 284-187E.
- One (1) complete sets of plans in a single file including:
  - Scope of work and respective lot numbers must be clearly indicated on the cover sheet.
  - Plans must illustrate entire project boundary.
  - o One (1) copy of soils report.
- Remittance of plan check fee at time of submittal.

### **Production Precise Grade BGR Issuance:**

- FSD and MHC are approved.
- Rough Grade BGR permit issued.
- Tract Map is recorded.
- Plan check approved plans must go through Subdivision comparison review and pass.
- Production Precise Grade prior to issuance (60s) COA's are satisfied.

#### NOTE:

 Subdivision staff do not release copies of grading plans until all prior to issuance COA's are satisfied and plans are issued. If another agency requires a set of grading plans for review prior to permit issuance (fire, flood, etc.), it is the applicant's responsibility to provide PDF as requested.



The following is an example of what should be attached on an OASUB submittal for dwelling permits.

# County of Riverside Building and Safety Department Residential Tract Worksheet

\*Indicates Required Fields

Mark if model or production.

									$\mathcal{L}$	$\overline{\mathcal{A}}$			$\overline{}$				
*Dev	eloper,	/Applicant:	Home Bu	ıilders	*Applicant Mailing Address: 4080 Lemon Street, Riverside, CA 92501							. Code Yr: 20	ງ22	*Date: 01/01/2025			
*Agent: John Smith					*Email: ismith	ers.com	n							*Entry Monument PP#: 240002			
							Fax:							ise #:1	If n	nultiple options	
*Agent's Supervisor's Name: Jane Doe					Give mo	odel precise		*Roug	BGR:	2200001	$\sim$	~~	$\sim$	*FSC	PP#: 240001	1 1	
		pervisor's E			grade if fo	s. 🕎	*Precis		-	<del>_ ` `</del>			€МН	C PP#: 250001   are selected for old tot, use multiple			
							*\$	quare Fo	ootage			*Setk	acks			line	
*Lot	*Plan Type	*Elevation	*BSD#	*Ac	ldress	*APN	Dwelling	Garage	Porch	Patio	Front	Left	Right	Rear	Selected Option	Additional Sq. Ft.	/ BRS
1	1	Α	2500001	123 C	Circle St.	123-456-001	1500	400	20		20	5	5	10		I	BRS
2	2	В	2500002	456 C	Circle St.	123-456-002	1700	425	30		22	7	12	15	$\sim\sim$		BRS
3	3	С	2500003	789 C	Circle St.	123-456-003	1900	425	40		20	5	5	10	Covered Patio	200	BRS
														(	Tandem Garage	250	BRS
4	2	В	2500002	123 S	quare St.	123-456-004	1700	425	35		20	5	6	10			BRS
5	3	A	2500003	456 S	quare St.	123-456-005	1900	425	40		20	5	5	12			BRS
6	4	Α	2500004	789 S	quare St.	123-456-006	2000	430	40		25	18	5	20	$\sim$	$\sim$	BRS
6														>	ADU	600	BRS
															$\lambda\lambda\lambda$	<del>7</del> 7	BRS
																	BRS
Appli	cant A	cknowledge	es that BRS	Permits gene	erated by this f	orm shall be is	sued sim	ultaneou	ısly: * _	JS	(Ir	nitials)					
						C	FFICE US	E ONLY									
80 Se	ries CC	DA:		Notes:	Information	on taken fro	m FSD	PPA (o	r MHC	PP/	\ if for	mod	els)				
OASUB:				Information	on taken from	m BSD .	Archite	ctural	Plans	3				Give J		s and wn line.	
Proje	ct #:				Information	on taken fror	m GIS T	ract Ac	dress	List					ADOS		WIT IIIIC.



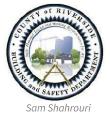
The following is an example of what should be attached on an OASUB submittal for architectural standard plans.

# County of Riverside Building and Safety Department Tract Standard Plan Worksheet

State if solar is being deferred upon submittal for future plan check. State if there is any ESS on submittal.

Sam Shahrouri Deputy Director of TLMA Building Official \*Tract # 12345 \*Project Name The Woods Project Email: BuildingSubdivision@rivco.org

*Developer/Applicant: Home Builders							) Lemon Stree	t Riverside, CA 9250	)1	/ -	*Bldg. Code Year: 2022		
*Agent: Joh	n Smith		*E	mail: jsmi	th@home	ebuilders.c	*Phor	*Date: C	* <sup>*Date:</sup> 01/01/2025				
*Agent's Supe	⊇: Jane Doe			*Sol	ar Deferre	d Yes/No: No		FSD PP	FSD PP#:				
*Agent's Supe	rvisor's Email	:jdoe@homebu	ilders.com			*ESS	Included `	res/No: Yes			<del> </del> 240001		
		*	Square Fo	otage		~~~E	, S	Option	Option	2			
*Plan Type	*Elevation	Dwelling	Garage	Porch	Patio	# of ESS	kWh	Area	Sq. Ft.	Area	Sq. Ft.	Permit BSD	
1	Α	1500	400	20	(	1	13.5	$\prec$				BSD	
1	В	1500	400	25	(	1	13.5	$\prec$				BSD	
1	С	1500	400	20	(	1	13.5	$\prec$				BSD	
2	Α	1700	425	30	(	1	13.5	$\prec$				BSD	
2	В	1700	425	30	(	1	13.5	$\prec$				BSD	
2	С	1700	425	37	(	1	13.5	$\langle$				BSD	
3	Α	1900	425	30	(	1	13.5	Covered Patio	200	Tandem Garage	250	BSD	
3	В	1900	425	20		1	13.5	Covered Patio	200	Tandem Garage	250	BSD	
3	С	1900	425	26		1	13.5	Covered Patio	200	Tandem Garage	250	BSD	
4	Α	2000	430	40		1	13.5	ADU	600			BSD	
4	В	2000	430	40		1	13.5	ADU	600			BSD	
4	С	2000	430	40		1	13.5	ADU	600			BSD	
					٧	W	LLL.	人				BSD	
												BSD	
												BSD	
						OFFICE	USE ONLY						
OASUB:	Note	es:								16.0	. ====		
											is ESS		
											es, fill o	ut	
Project #:										ESS se	ction		
	Fire	Hazard Classif	ication:					Acoustic Stud	y:				



The following is an example of what should be attached on an OASUB submittal for interior wall permits.

Sam Shahrouri Deputy Director of TLMA Building Official 

*Developer/A Home Builders	pplicant:	*Applicant Ma	_			*Bldg. Co 2022	ode Yr:	*Date: 01/01/2025		
*Agent:		*Email:		*Phone: 9519	955-1800	*Entry	*Entry Monument PP#: 240002			
John Smith		jsmith@home	builders.com	Fax:		Phase	Phase #:1			
*Agent's Supe	ervisor's Name: Jane Doe			*Rough BGR	: 2200001	*FSD PI	*FSD PP#: 240001 *MHC PP#: 250001			
*Agent's Supe	ervisor's Email:jdoe@homebuild	lers.com		*Precise BGF	R: 2500001	*MHC F				
*kot	*Address	*APN	*Retaining Wall	*Perimeter ( Wall (	*Wall Type: Return, Side, Side property line, Rear, Rear property line, Perimeter, Etc.	*Wall Detail / Callout	*Pilasters (Y/N) #	Permit BWL		
1 7	123 Circle Street	123-456-789			Return	2B	N	BWL		
2	456 Circle Street	123-456-879			Return	2B	N	BWL		
3	789 Circle Street	123-456-978			Return	2A/2B	N	BWL		
					مديديدي	للللا	للللا	BWL		
								BWL		
								BWL		
								BWL		
								BWL		
								BWL		
								BWL		
			OFI	FICE USE ONLY	1					
OASUB: Notes:  Project #:		per lot only Perimeter v	Il permits are  Only  walls permits  nultiple lots.		<b>_</b>	prmation tall pproved W SD.				

<sup>\*</sup> All Wall Types, including heights & lengths, shall be per the approved BSD wall plan

<sup>\*</sup> Submit separate worksheet(s) by wall type (perimeter, return, property line, rear wall, etc.)



The following is an example of what should be attached on an OASUB submittal for interior wall permits.

Sam Shahrouri Deputy Director of TLMA Building Official 

*Developer/ <i>F</i> Home Builders	Applicant:	*Applicant Ma	_			*Bldg. Co 2022	de Yr:	*Date: 01/01/2025	
*Agent:		*Email:		*Phone: 9519	55-1800	*Entry	*Entry Monument PP#: 240002		
John Smith jsmith@homebuilders.com			builders.com	Fax:		Phase	Phase #:1		
*Agent's Sup	ervisor's Name: Jane Doe		*Rough BGR:	2200001	*FSD PF	*FSD PP#: 240001			
*Agent's Sup	ervisor's Email: jdoe@homeb	uilders.com		*Precise BGR	: 2500001	*MHC F	*MHC PP#: 250001		
*Lot	*Address	*APN	*Retaining Wall	*Perimeter Wall	*Wall Type: Return, Side, Side property line, Rear, Rear property line, Perimeter, Etc.	*Wall Detail / Callout	*Pilasters (Y/N) #	Permit BWL	
1	123 Circle Street	123-456-789	X		Side (left)	6A	N	BWL	
1	123 Circle Street	123-456-789	X		Side (right)	6A	N	BWL	
2	456 Circle Street	123-456-879	X		Side	6A	N	BWL	
3	789 Circle Street	123-456-978	X		Side	6A	N	BWL	
								BWL	
								BWL	
								BWL	
								BWL	
								BWL	
								BWL	
			OFI	FICE USE ONLY					
OASUB: Notes:					Use they key words property best as you can to desty which wall. You can according to the control of the contro	cribe dd extra			
Project #:			descriptions as neede	d. 					

<sup>\*</sup> All Wall Types, including heights & lengths, shall be per the approved BSD wall plan

<sup>\*</sup> Submit separate worksheet(s) by wall type (perimeter, return, property line, rear wall, etc.)



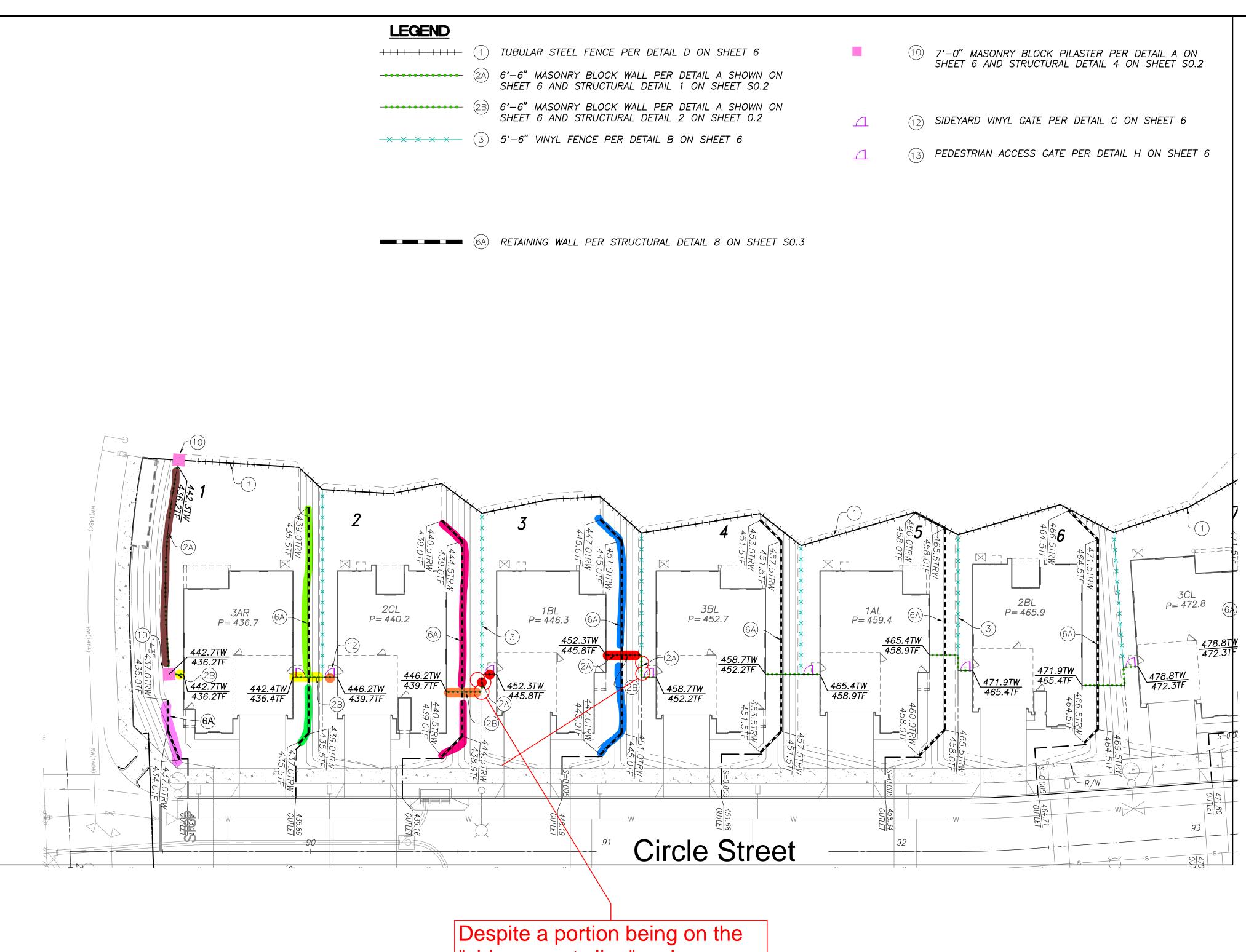
The following is an example of what should be attached on an OASUB submittal for interior wall permits.

Sam Shahrouri Deputy Director of TLMA Building Official 

*Devel	oper/Applicant:		*Applicant Ma	_			*Bldg. Co 2022	de Yr:	*Date: 01/01/2025	
*Agent	•		*Email:		*Phone: 9519	 955-1800	*Entry I	*Entry Monument PP#: 240002		
John Smith jsmith@homebuilders.com			builders.com	Fax:		Phase	Phase #:1			
*Agent's Supervisor's Name: Jane Doe					*Rough BGR:	2200001	*FSD PF	*FSD PP#: 240001		
*Agent	s Supervisor's E	mail: jdoe@homebuild	ders.com		*Precise BGR	2500001	*MHC F	PP#: 250001		
*Lot *Address		*APN	*Retaining Wall	*Perimeter Wall	*Wall Type: Return, Side, Side property line, Rear, Rear property line, Perimeter, Etc.	*Wall Detail / Callout	*Pilasters (Y/N) #	Permit BWL		
1	123	Circle Street	123-456-789			Side Property Line	2A	(Y) 2	BWL	
									BWL	
									BWL	
			1						BWL	
			1						BWL	
			1						BWL	
									BWL	
			1						BWL	
									BWL	
									BWL	
				OF	FICE USE ONLY					
OASUE	·:	Notes:								
Project	; <b>#:</b>									

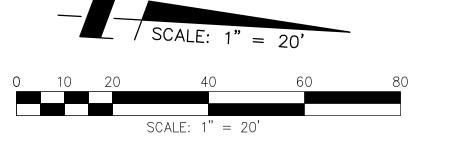
<sup>\*</sup> All Wall Types, including heights & lengths, shall be per the approved BSD wall plan

<sup>\*</sup> Submit separate worksheet(s) by wall type (perimeter, return, property line, rear wall, etc.)



Despite a portion being on the "side property line" so long as the section between return walls does not go past the most rear return wall, this section can be part of the return wall, so long as they are being built at the same time.

# Examples of interior walls.



NOTE:  WORK CONTAINED WITHIN THESE PLANS SHALL NOT COMMENCE UNTIL AN ENCROACHMENT PERMIT AND/OR A GRADING PERMIT HAS BEEN ISSUED.			COUNTY OF RIVERSIDE BUILDING AND SAFETY APPROVED BY:	BENCHMARK:	
GRADING PERMIT HAS BEEN ISSUED.  The private engineer signing these plans is responsible for assuring the accuracy and acceptability of the design hereon. In the event of discrepancies arising after			R.C.E. EXP.: DATE		
county approval or during construction, the private engineer shall be responsible for determining an acceptable solution or revising the plans for approval by the county.	MARK BY DATE  ENGINEER  REVISIONS	APPR. DATE COUNTY	RECOMMENDED BY: DATE	SCALE: H: AS SHOWN V: AS SHOWN	COUNTY FILE NO.



The following is an example of what should be attached on an OASUB submittal for perimeter wall permits.

Sam Shahrouri Deputy Director of TLMA Building Official 

*Devel	oper/Applicant:		*Applicant Ma	-			*Bldg. Co 2022	de Yr:	*Date: 01/01/2025
*Agent	:		*Email:		*Phone: 9519	55-1800	*Entry Monument PP#: 240002		
John Smith jsmith@homebuilders.com				Fax:		Phase #:1			
*Agent's Supervisor's Name: Jane Doe					*Rough BGR:	2200001	*FSD PP#: 240001		
*Agent's Supervisor's Email: jdoe@homebuilders.com					*Precise BGF	2500001	*MHC P	P#: 250001	
				*Retaining	*Perimeter	*Wall Type: Return, Side, Side property line, Rear, Rear property	*Wall Detail /	*Pilasters	****
*Lot	*/	Address	*APN	Wall	Wall	line, Perimeter, Etc.	Callout	(Y/N) #	Permit BWL
1	111 \$	Square Court	123-456-789		X	Perimeter	3	(Y) 2	BWL Permit #1
2	112 5	Square Court	123-456-790		X	Perimeter	4	N C	BWL
3	113 \$	Square Court	123-456-791		X	Perimeter	4	(Y) 1	BWL
4	114 \$	Square Court	123-456-792		X	Perimeter	4	N C	BWL
5	115 \$	Square Court	123-456-793		X	Perimeter	4	(Y) 1	BWL
6	116 \$	Square Court	123-456-794		X	Perimeter	4	N (	BWL
7	117 9	Square Court	123-456-795		X	Perimeter	4	(Y) 1	BWL
8	118 5	Square Court	123-456-796		X	Perimeter	3/4	(Y) 2	BWL ♥
8	118 5	Square Court	123-456-796	X	X	Perimeter (retaining)	6/6A	(Y) 1	BWLPermit #2
									BWL
		1		OFI	FICE USE ONLY				
OASUB	:	Notes:						/_	
Project	· #•								
Fioject	. π.						Perimet	er walls can	
* All Wall Types, including heights & lengths, shall be per the approved BS  * Submit separate worksheet(s) by wall type (perimeter, return, property					-	, etc.)	span up to 10 lots max. However, retaining wall permits cannot be combined		
284-187D (01-2025)  4080 Lemon Street • 9 <sup>th</sup>   Telephone: 951-955-1800 •				de • CA • 92502-1629 -1806 • www.rctlma.org	with non-retaining wall permits.				

