



COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

Sam Shahrouri
Deputy Director of TLMA
Building Official

REQUESTING COPIES OF BUILDING DEPARTMENT PLANS (Riverside Office)

When requesting copies of Building Department Plans (Riverside Office):

- **Provide a letter signed by the design professional of record granting permission to copy the documents. Must be on business letterhead.**
- **Provide a letter from the applicant/property owner or developer/property owner (on letterhead for developer) giving the bonded blueprint company permission to pick up the plans on their behalf.**
- **The blueprint company must be bonded. Currently the Building Department uses ARC Document Solutions, Riverside 951-686-0530**
- **The request must be made 48 hours in advance.**
- **For additional information contact:**
 - **Building Plans: 951-955-1800**
 - **Grading Plans: 951-955-6748**