



COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

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Building Official

DIGITAL SUBMITTALS

In an effort to better serve our customers, the Riverside County Transportation and Land Management Agency is now accepting digital document submittals for Planning Department applications and Building Department permit applications.

Accepted Digital Media –

A thumb drive, compact disk (CD) or other similar digital storage media containing complete submittal documents (plans, calculations, soil reports, etc.) may be provided in lieu of paper plan sets. The digital submittal shall include one single PDF file for each document type (plans, calculations, energy calculations, etc.). For example, please do not submit a separate PDF file for each sheet of plans.

New Submittals –

A thumb drive, compact disk (CD) or other similar digital storage media may be submitted for review through the Subdivision (for tracts) or Land Use (all others) counter just like a new set of hardcopy plans.

Resubmittals –

Similar to new submittals, resubmittals may also utilize thumb drives, compact disks (CDs) or other similar digital storage media.

Plan Review Comments –

For both first reviews and resubmittals, if corrections are required, the plans examiner will create a comment list and mark up the plans electronically to be emailed back to the applicant. It is very important that the contact's email address be provided to counter staff at the first submittal. This will allow the plans examiner to return the redlined plans and comment list digitally and to notify the applicant immediately after completion of the review.

Approvals –

When the plans are approved, an approval notice will be sent along with the attached "approved" plans. This digitally approved set will have a simple red ACCEPTED notation pasted in a prominent location on each sheet of the approved plan set. The applicant will be instructed to plot out one (1) full-sized hard copies of this ACCEPTED set and to return both hardcopies to the Building Department for final processing.

Note: the ACCEPTED set is not the final approved permit set and does not constitute permit issuance.