



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.



COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

BSD (Architectural) Plans Submittal Requirements

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Building Official

A prescheduled appointment with the subdivision team is required for both plan submittal *and* permit issuance. Submitting corrections and picking up corrections can be done without appointment through the Building and Safety Permit Assistance counter.

BSD PLANS SUBMITTAL REQUIREMENTS (ARCHITECTURAL PLANS):

- FSD must be approved prior to permit issuance of Production units
- Application to construct form 284-500
- Processing worksheet form 284-187C
- Two (2) complete sets of plans
- Two (2) sets of Energy calculations
- Two (2) sets of structural calculations
- Two (2) sets of truss calculations unless engineer of record proposes deferred truss submittal
- One (1) copy of soils report
- One (1) copy of Summary of Design Variation Table unless engineer of record proposes deferred submittal
- One (1) copy of approved acoustical analysis if required by the tract's conditions of approval
- Remittance of plan check fee at time of submittal

Prior to Distribution:

Once BSD's are plan check approved the applicant must send an email request to BuildingSubdivision@rivco.org and allow 2-3 business days for subdivision staff to review and verify the BSD, FSD, MHC Approved Elevations and Floor Plans all match. If FSD or MHC or Model PGP are pending approval the review will not occur until all elements required for the review are approved. Any mismatching between entitlement, BSD or permit will require revisions to said plan(s) or substantial conformance to applicable entitlements cases in order to correct any discrepancies.

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

- Subdivision review is completed (BSD, MHC, FSD, Grading Plan)
- FSD is approved
- MHC PP is approved
- Precise Grade is approved & issued
- BSD plans are to be distributed with first set of BRS permits of the tract

BSD REVISIONS:

- To be remitted with original issued field set of BSD plans at general B&S counter-no appointment needed.
- Appointment with subdivision team required for re-distribution of approved revised plans



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Model BRS Submittal Requirements

A prescheduled appointment with the subdivision team is required for both plan submittal *and* permit issuance. Submitting corrections and picking up corrections can be done without appointment through the Building and Safety Permit Assistance counter.

Model Permit BRS Permit Requirements:

- MHC Plot Plan must be approved
- FSD must be approved prior to submittal
- Application to construct form 284-500
- Processing worksheet form 284-187
- Two (2) SODV Tables certified by a licensed engineer
- Submit sales office permit requires a separate building permit
- Submit model accessory structure permit(s) require separate plans
- Remittance of plan check fee at time of submittal
- Concurrent processing form if FSD, MHC not approved

Model Permit Issuance:

- FSD is approved
- MHCP is approved
- Model Precise Grade issued
- All prior to issuance COA's are satisfied on Model BRS permits
- Sales office approved & ready for issuance
- BSD architectural plans must match the approved planning elevations and floor plans
- Review will not be performed on your grading permit, model permit, standard plan, or accessory permits until all items mentioned above are approved. Once approved the applicant must send an email request to BuildingSubdivision@rivco.org and allow 2-3 business days to process to verify BSD, FSD, MHC, BGR, Sales Office and Model Accessory plans all match the approved planning entitlement cases

- MHC Precise Grade, Model BRS permits, Sales office and Model Accessory permits will be issued simultaneously and distributed with plan check approved BSD Architectural Plans

Model Land Use Inspection:

- Must submit completed form 295-1078 form 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
- All accessory permits and walls must be final prior to scheduling the Land Use Inspection
- Sales office permit must be final prior to Land Use final



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Production BRS Submittal Requirements

A prescheduled appointment with the subdivision team is required for both plan submittal *and* permit issuance. Submitting corrections and picking up corrections can be done without appointment through the Building and Safety Permit Assistance counter.

Production Permit BRS Permit Requirements:

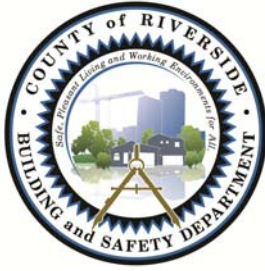
- Tract must be approved and recorded
- FSD must be approved prior to submittal
- Application to construct form 284-500
- Processing worksheet form 284-187A
- Two (2) SODV Tables certified by a licensed engineer
- Remittance of plan check fee at time of submittal
- Concurrent processing form if FSD, MHC not approved or Tract not recorded

Production Permit Issuance:

- Tract recordation has occurred
- FSD is approved
- MHCP is approved
- Production precise grade issued
- All prior to issuance COA's are satisfied on Production BRS permits

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
- Applicant to forward receipt of paid MT's to subdivision staff for clearance of MT COA's. At that time any outstanding prior to final Planning conditions will be cleared as well
- 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



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BSD Plans (Walls) Submittal Requirements

A prescheduled appointment with the subdivision team is required for both plan submittal *and* permit issuance. Submitting corrections and picking up corrections can be done without appointment through the Building and Safety Permit Assistance counter.

BSD PLANS SUBMITTAL REQUIREMENTS (WALLS):

- FSD must be approved prior to submittal (concurrent processing form if FSD is not approved -to ensure model type and wall locations are consistent with plans being reviewed)
- Application to construct form 284-500
- Two (2) complete sets of plans (including **all walls** & locations)
- Tract & lot numbers must be clearly labeled on the title page (i.e. TR12345 Lots 1-50)
- Each phase must have its own BSD submittal (i.e. TR12345, TR12345-1, TR12345-2)
- Wall types (i.e. retaining, side, rear, return, perimeter) on all pages shall be color coded in order to conform to the legend
- Each wall type will require it's own permit
- Two (2) sets of structural calculations
- Identification of lots in which retaining walls are 3' or more above grade level
- One (1) copy of soils report
- Copy of approved acoustical analysis if required by the tract's conditions of approval
- Remittance of plan check fee at time of submittal

BSD Distribution: BSD plans will only be distributed after the following occurs:

- FSD is approved
- MHC PP is approved (if applicable)
- Rough grading permit must be issued for perimeter wall BSD

distribution

- Precise grading permit must be issued for return wall BSD distribution
- Combined perimeter and return BSD wall plans require **both** rough and precise grading permits to be issued
- To be distributed with first set of BWL permits of the tract phase

BSD REVISIONS:

- To be remitted with original issued field set of BSD plans at general B&S counter-no appointment needed
- Appointment with subdivision team required for redistribution of approved revised plans



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Model Precise Grade Submittal Requirements

A prescheduled appointment with the subdivision team is required for both plan submittal *and* permit issuance. Submitting corrections and picking up corrections can be done without appointment through the Building and Safety Permit Assistance counter.

Model Precise Grade Requirements:

- FSD must be approved prior to MHC plot plan submittal -Refer to last bullet in this section
- Application to construct form 284-500
- Processing worksheet form 284-187E
- Two (2) complete sets of plans
- Soils report
- Plans must illustrate entire project boundary
- Scope of work and respective lot numbers must be clearly indicated on the cover sheet
- Remittance of plan check fee at time of submittal
- Concurrent processing form if FSD, MHC not approved

Model Precise Grade Issuance:

- FSD is approved
- MHC is approved
- Model Precise Grade must match approved MHC exhibit
- Model Precise Grade prior to issuance COA's are satisfied
- Review will not be performed on your MHC project until all items mentioned above are approved. Once approved the applicant must send an email request to BuildingSubdivision@rivco.org and allow 2-3 business days to verify BSD, FSD, MHC,BGR, Sales Office and Model Accessory plans all match the approved planning entitlement cases.
- MHC Precise Grade, Model BRS permits, Sales office, Model Accessory permits will be issued simultaneously and distributed with plan check approved BSD Architectural plans.

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 make additional copies to provide as requested.



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Production Precise Grade Submittal Requirements

A prescheduled appointment with the subdivision team is required for both plan submittal *and* permit issuance. Submitting corrections and picking up corrections can be done without appointment through the general building & safety counter.

Production Precise Grade Requirements:

- Tract must be approved & recorded prior to submittal of production precise grading permit
- FSD must be submitted prior to submittal –Refer to last bullet in this section
- Application to construct form 284-500
- Processing worksheet form 284-187A
- Two (2) complete sets of plans
- Soils report
- Plans must illustrate entire project boundary
- Scope of work and respective lot numbers must be clearly indicated on the cover sheet
- Remittance of plan check fee at time of submittal
- Concurrent processing form if FSD, MHC not approved

Prior to issuance:

- Tract Rough grade must be issued
- Once all prior to issuance conditions are satisfied, applicant to notify subdivision staff to request review of plan check approved precise grading plan. Production Precise BGR must match approved FSD and all proposed units must coincide with approved FSD
- All prior to issuance COA's are satisfied
- Model Precise Grade must be issued
- Model BRS permits must be issued or can be issued concurrently

- Any mismatch with precise BGR & FSD will require a revision to either the FSD or Grading plan or both to ensure all plans match approved entitlement cases

Production Precise Grade Issuance:

- Issued once the prior to issuance items above are satisfied

Note:

Subdivision staff does 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 make additional copies to provide as requested.

