



**COUNTY OF RIVERSIDE**  
**DEPARTMENT OF BUILDING AND SAFETY**  
**Plan Review Division**



**MINIMUM REQUIREMENT CHECKLIST FOR**  
**TRACT PROCESSING**  
**INCOMPLETE PACKAGES WILL NOT BE**  
**ACCEPTED**

*Before we can schedule you an appointment to submit your construction plans for plan check, you must FAX the Application to Construct and Processing Worksheet – Completely filled out with lot #'s, addresses, APN's, plan number, square footages, and all setbacks. We will attempt to provide you with an appointment date as soon as possible of your request and submittal of your Application to Construct and Processing Worksheet. This will enable us to assign plan check/permit numbers, verify addresses/APN's and determine fee amounts prior to your appointment.*

**MODELS**

1. Application to Construct
2. Processing Worksheet – Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks.
3. One (1) complete sets of plans (blue lines), also two sets of construction drawings for front yard return walls for either custom design or Proto II walls, if processed and permitted concurrently. Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
4. One (1) set of Energy Calculations. Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
5. One (1) set of Structural Calculations, also two sets of structural calculations for front yard return walls either custom design or Proto II walls, if processed and permitted concurrently. Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
6. One (1) set of Truss Calculations, unless the engineer of record proposals deferral of truss submittal. Two (2) sets of plans will be required after the first set is deemed approved and complete.
7. One (1) copy of Soils Report (may submit preliminary soil report for the first model plans of the tract)
8. One copy of Summary of Design variation table (For the first model plans for the tract, this item may be deferred to a later date, but is necessary prior to plan approval)
9. Environmental Health Clearance
10. Approved Acoustic Analysis, if required by tract's conditions of approval
11. Plot plan approval OR concurrent processing of an application for Planning Approval of sales models
12. A plan check fee will be required for submittal. Subdivisions will be in contact for exact amount needed.

**PRODUCTION UNITS**

1. Application to Construct
2. Processing Worksheet – Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks
3. Three (3) copies of approved precise grading plan (which is used as a Plot Plan). Precise grading plan must have clarity to identify each lot's: building setbacks, lot coverage, setbacks for AC equipment and fireplaces. This plan shall also include addresses, lot numbers, model/type/options and deepen footings. State clearly whether casitas or garages are attached or detached.
4. One (1) copy of Soils Report (FINAL SOILS REPORT)
5. One copy of Summary of Design variation table
6. Environmental Health Clearance
7. A plan check fee will be required for submittal. Subdivisions will be in contact for exact amount needed.

**MIXED CHANGES**

1. Processing Worksheet- Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks
2. Three (3) copies of approved precise grading plan (which is used as a Plot Plan). Precise grading plan must have clarity to identify each lot's: building setbacks, lot coverage, setbacks for AC equipment and fireplaces.

This plan shall also include addresses, lot numbers, model/type/options and deepen footings. State clearly whether casitas or garages are attached or detached.

3. One copy of Summary of Design variation table
4. One copy of Soils Report (FINAL SOILS REPORT)
5. A plan check fee will be required for submittal. Subdivisions will be in contact for exact amount needed.

### **PRECISE GRADE**

1. Application to Construct
2. Processing Worksheet – Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks
3. Three (3) Precise Grading Plans. Precise grading plan must have clarity to identify each lot's: building setbacks, lot coverage, setbacks for AC equipment and fireplaces. This plan shall also include addresses, lot numbers, model/type/options and deepen footings.
4. A plan check fee will be required for submittal. Subdivisions will be in contact for exact amount needed.

### **REVISED PRECISE GRADE**

1. Processing Worksheet – Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks
2. Three (3) Revised Precise Grading Plans. Precise grading plan must have clarity to identify each lot's: building setbacks, lot coverage, setbacks for AC equipment and fireplaces. This plan shall also include addresses, lot numbers, model/type/options and deepen footings.
3. Transmittal letter from engineer indicating changes being made to Precise Grade
4. A plan check fee will be required for submittal. Subdivisions will be in contact for exact amount needed.

### **COUNTY STANDARD WALLS**

1. Application to Construct- Completely filled out with Lot #'s, Addresses, APN's,
2. Residential Wall Processing Worksheet – Include all Lot #'s, Addresses, APN's, and Wall Dimensions (Height, Length, and Square Footage)
3. Three (3) sets of blue line plans **HIGHLIGHTED** showing wall locations on approved Precise Grading Plans
4. A plan check fee will be required for submittal. Subdivisions will be in contact for exact amount needed.

### **CUSTOM/PROTO II WALLS**

1. Application to Construct- Completely filled out with Lot #'s, Addresses, APN's
2. Residential Wall Processing Worksheet – Include all Lot #'s. Addresses, APN's, and Wall Dimensions (Height, Length, and Square Footage)
3. Three (3) sets of blue line plans **HIGHLIGHTED** showing wall locations on approved Precise Grading Plans
4. Engineering Calculations
5. Geotechnical Study (Soils Report)
6. Constructions Drawings
7. A plan check fee will be required for submittal. Subdivisions will be in contact for exact amount needed.

### **PRODUCTION MODELS (using approved plans from another Tract)**

1. Application to Construct- Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks
2. Provide tract map with street names and address.
3. Processing Worksheet – Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks.
4. One (1) complete set of plans (blue lines) indicating new tract number in title block. Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
5. One (1) set of Energy Calculations. Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
6. One (1) set of Structural Calculations. Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
7. One (1) sets of Truss Calculations unless the engineer of record proposals deferral of truss submittal. Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
8. One (1) copy of approved precise grading plan (which is used as a Plot Plan). Precise grading plan must have clarity to identify each lot's: building setbacks, lot coverage, setbacks for AC equipment and fireplaces. This plan shall also include addresses, lot numbers, model/type/options and deepen footings.

9. One (1) copy of Soils Report.
10. One copy of Summary of Design variation table.
11. Letter from the developer of proposed tract requesting use of previously approved plans for tract \_\_\_\_\_ (number).
12. Letter from the design professional/s of record of the previously approved plans, that these plans are authorized to be used as a comparison plan for tract \_\_\_\_\_ (number).
13. Approved Acoustic Analysis, if required by tract's conditions of approval
14. Environmental Health Clearance
15. A plan check fee will be required for submittal. Subdivisions will be in contact for exact amount needed.

**PRODUCTION MODELS (revised model plans for the remainder of the tract development because of a product change, code update, etc.)**

1. Application to Construct- Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks
2. Processing Worksheet – Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks.
3. One (1) complete set of REVISED plans (blue lines). Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
4. One (1) set of ADDITIONAL or REVISED Energy Calculations. Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
5. One (1) set of ADDITIONAL or REVISED Structural Calculations. Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
6. One (1) set of ADDITIONAL or REVISED Truss Calculations unless the engineer of record proposals deferral of truss submittal. Two (2) additional complete sets of plans will be required after the first set is deemed approved and complete.
7. One (1) copy of Precise Grading Plan
8. One (1) copy of Soils Report
9. One copy of Summary of Design variation table
10. One (1) copy of approved precise grading plan (which is used as a Plot Plan). Precise grading plan must have clarity to identify each lot's: building setbacks, lot coverage, setbacks for AC equipment and fireplaces. This plan shall also include addresses, lot numbers, model/type/options and deepen footings. State clearly whether casitas or garages are attached or detached.
11. Environmental Health Clearance
12. Approved Acoustic Analysis, if required by tract's conditions of approval
13. Plot plan approval OR concurrent processing of an application for Planning Approval of sales models.
14. A plan check fee will be required for submittal. Subdivisions will be in contact for exact amount needed.

**PRODUCTION MODELS for next Tract Phase(using approved plans from one recorded tract phase to the next recorded tract phase)**

1. Application to Construct- Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks
2. Provide tract map with street names and address.
3. Processing Worksheet – Completely filled out with Lot #'s, Addresses, APN's, Plan Number, Square Footages, and all Setbacks.
4. Three (3) copies of approved precise grading plan (which is used as a Plot Plan). Precise grading plan must have clarity to identify each lot's: building setbacks, lot coverage, setbacks for AC equipment and fireplaces. This plan shall also include addresses, lot numbers, model/type/options and deepen footings.
5. One (1) copy of Soils Report.
6. One copy of Summary of Design variation table.
7. Letter from the developer of proposed tract requesting use of previously approved plans for tract \_\_\_\_\_ (number).
8. Letter from the design professional/s of record of the previously approved plans, that these plans are authorized to be used as a comparison plan for tract \_\_\_\_\_ (number).
9. Approved Acoustic Analysis, if required by tract's conditions of approval
10. Environmental Health Clearance
11. A plan check fee will be required for submittal. Subdivisions will be in contact for exact amount needed.

**\*\*Please contact Riverside Building and Safety at (951) 955-2064, Murrietta Building and Safety Planning Department at (951) 600-6150 or Indio Building and Safety at (760) 8637572 to schedule an appointment to submit you application or to issue your permits. Visit our website at [www.tlma.co.riverside.ca.us](http://www.tlma.co.riverside.ca.us) to check condition status. Please be advised that incomplete submittals will not be accepted.**