



Mike Lara
Director

COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

REQUESTING COPIES OF BUILDING DEPARTMENT PLANS (Riverside Office)

The following must accompany the request or be submitted prior to the request:

- **On business letterhead, a letter signed by the Engineer, Architect or Designer of the project.**
- **Granting permission for the copies to be made.**
- **A letter (notarized if different from the applicant/property owner of approved plans) or on business letterhead if developer, from the property owner.**
- **Request must be made 48 hours in advance, contact Alicia Sandoval at 951-955-2401.**
- **The blue print company used must be bonded. Currently the Building Department uses OCB Reprographics, Riverside 951-686-0530.**