

If you are planning on doing the work yourself and possibly hiring someone to assist, you may have to purchase Workers Compensation Insurance, which is available from a variety of agencies. If you won't be hiring anyone, we will ask you to sign an *Owner- Builder Statement* to this effect. We cannot issue you a permit without either proof of Worker's Compensation Insurance or a completed Owner-Building Statement.

### How long is a permit good for?

A permit remains valid for as long as the work is proceeding. If the work is halted or abandoned for a period of at least six months (180 days), the permit may be suspended. Extensions may be granted for cause by the Building Official if the applicant has requested an extension in writing prior to the permit expiring.



## COUNTY OF RIVERSIDE BUILDING & SAFETY DEPARTMENT

### General Information & Permit Assistance Centers

#### Districts 1, 2, 5

4080 Lemon Street, 2nd Floor  
Riverside, CA 92501  
(951) 955-1800

Air Force Village West ♦ Alberhill ♦ Gavilan Hills ♦ Hosethief Canyon ♦ La Sierra ♦ Lake Elsinore\* ♦ Lake Matthews ♦ Lakeland ♦ Mead Valley ♦ Orangecrest ♦ Perris\* ♦ Wildomar ♦ Lake Matthews (n/o Cajalco) ♦ Sedco Hills ♦ Woodcrest ♦ Belltown ♦ Corona \* ♦ Coronita ♦ Crestmore ♦ Eastvale ♦ El Cerrito ♦ Glen Avon ♦ Home Gardens ♦ Indian Hills ♦ Jurupa Valley ♦ Mira Loma ♦ Norco\* ♦ Pedley ♦ Rubidoux ♦ Sunnyslope ♦ Banning\* ♦ Beaumont\* ♦ Cabazon ♦ Calimesa\* ♦ Cherry Valley ♦ Desert Hot Springs ♦ Eden Hot Springs ♦ Garnet ♦ Gilman Hot Springs ♦ Good Hope ♦ Highgrove ♦ Juniper Flats ♦ Lake Perris ♦ Lakeview ♦ Meadowbrook ♦ Painted Hills ♦ Reche Canyon ♦ Romoland ♦ Twin Pines ♦ University City ♦ Whitewater ♦ Windy Point

#### District 3

39493 Los Alamos Road, Ste. A  
Murrieta, CA 92563  
(951) 600-6100

Aguanga ♦ Anza ♦ Canyon Lake\* ♦ Cottonwood Canyon ♦ French Valley ♦ Garner Valley ♦ Green Acres ♦ Hemet\* ♦ Homeland ♦ Idyllwild ♦ Lake Riverside ♦ Lake Skinner ♦ Menifee ♦ Mountain Center ♦ Murrieta\* ♦ Murrieta Hot Springs ♦ Pine Cove ♦ Pine Meadow ♦ Pinyon Pines ♦ Poppet Flats ♦ Quail Valley ♦ Rancho California ♦ San Jacinto\* ♦ Soboba Hot Springs ♦ Sun City ♦ Vail Lake ♦ Valle Vista ♦ Winchester

#### District 4

82-675 Highway 111, Rm. 209  
Indio, CA 92201  
(760) 863-8271

Bermuda Dunes ♦ Blythe\* ♦ Chiriaco Summit ♦ Coachella\* ♦ Desert Center ♦ Eagle Mountain ♦ Indio\* ♦ Indio Hills ♦ Mecca ♦ Mesa Verde ♦ North Shore ♦ Oasis ♦ Palm Springs\* ♦ Ripley ♦ Sky Valley ♦ Thermal ♦ Thousand Palms ♦ Valerie Jean

\*does not include incorporated city areas

## COUNTY OF RIVERSIDE BUILDING & SAFETY DEPARTMENT

*"Helping build and maintain safe and livable communities through quality customer service."*

## Building Permits and Your Property



## Reasons to get a permit

**1. It's the law.** State Building Code requires that permits be obtained for certain types of work.

**2. Permits protect you,** your family, home, business, and your financial investment.

**3. Permits are designed to help ensure** that licensed contractors do the work if required.

**4. Permitted work requires inspection** approval from a certified County Building Inspector.

**5. Inspections ensure that work is done safely** and meets the minimum code requirements. Incorrect installations can result in house fires, flood damage and/or structural problems.

**6. Minor problems that could lead to costly repairs,** liability and life/safety issues can also be detected during permit inspections and brought to your attention before the situation worsens.

**7. When selling a property or home,** the buyer, realtor and lender may require that unpermitted work be corrected, properly permitted and inspected before closing. This leaves you in the position of scrambling to "get legal".

## How to research permits

- Contact **Riverside County Building & Safety Records Division** by calling 951 955-2021 or 951 955-2018. Please call to request copies and the copies will be faxed to the cashier at the office requested.

*All information in this publication is subject to change*

## What is a permit?

A building permit is a document issued by the Department of Building and Safety that allows or *permits* the property owner to construct a new building or structure or to alter an existing building or structure. Building permits provide the means for Code Officials to inspect construction to ensure that minimum standards are met thus reducing the potential hazards of unsafe construction, and therefore, ensuring the public health, safety and welfare.

## When is a permit required?

A permit is required before constructing, enlarging, altering, repairing, or demolishing a building or structure or installing or altering any equipment which is regulated by the model codes adopted by the County of Riverside. Most construction work requires a permit.

Some examples of when a permit is required:

- New buildings or structures (commercial & residential) including garages, sheds, carports, etc.
- Replacing water lines, sewer lines, or a water heater
- Replacing a furnace or central air conditioning unit
- Additions and alterations
- Electrical, plumbing, mechanical, and structural repairs
- Any roof repair or replacement which involves more than 25% of the total area of the roof
- Pools and spas (except vinyl pools installed above grade with a capacity of 5,000 gallons or less and which have no electrical or gas equipment)
- Enclosed patios, decks and patio covers (solid and lattice)



Building and Safety primarily enforces County regulations concerning construction activities on private property in unincorporated areas.

If you are unable to determine if your work requires a permit, you may contact the permit counter during regular business hours at (951) 955-1800.



## How much will it cost?

That depends on what you are doing. To obtain permit fees based on square footage and estimated cost of construction (i.e. garages, new residential construction, new commercial construction) call or visit the district office nearest you.

## Who may apply for a permit?

Permits may be applied for by either the owner, agent, architect, or contractor employed in connection with the prospective work.

## May I obtain a permit by phone or mail?

At this time permits may only be obtained in person or in some cases, by mail. You can view which permits are available by mail by visiting

[www.rctlma.org/building/permitmail.html](http://www.rctlma.org/building/permitmail.html)

## Can I do the work myself or do I have to hire a contractor?

We recommend that you hire a licensed contractor and that they be required to obtain the permit as part of the project agreement. This is simply because the permit holder is the party responsible for the work and complying with the codes and regulations. A reputable contractor should have no problem obtaining a permit. You can verify a contractor's state license and registration by visiting the Contractors State License Board at:



[www2.cslb.ca.gov/CSLB\\_LIBRARY/License+Request.asp](http://www2.cslb.ca.gov/CSLB_LIBRARY/License+Request.asp)

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