



PLANNING DIVISION CLEARANCE FORM

This form is **required** for all projects that: 1) propose modifications to any exterior element of a building (either residential or commercial); 2) add square footage; 3) change use of existing space; 4) require entitlements; 5) propose new construction of buildings; or 6) include facilities requiring screening and clearance.

Please complete, sign and submit this form to Planningclearance@Riversideca.gov. A Planner will review and return this form to you completed and ready for upload into the Public Permit Portal to enable plan check once approved. Please contact the Planning Division at (951) 826-5371 with any questions.

APPLICANT INFORMATION:

Project Address (Verified in City)								
Scope of Work								
Applicant Name					Date			
Phone Number			Applicant is Owner	<input type="checkbox"/>	Agent	<input type="checkbox"/>	Designer	<input type="checkbox"/>
By signing below you state that the information provided and all work proposed is accurate and true								
Applicant Signature								

FOR STAFF USE ONLY:

Planner					Date				
At Risk Submittal?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Case Number				
Senior Housing?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Deed Restriction Provided?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:									

READY FOR PERMIT	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	READY FOR BUILDING PLAN CHECK	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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PLANNER SIGNATURE: _____