BULLETIN #137: BUILDING PLAN REVIEW TURNAROUND TIMES AND EXPEDITED PLAN CHECK

PURPOSE

The purpose of this handout is to define the procedures, eligibility, and expectations for expedited plan check services and standard turnaround times for building permit plan reviews.

BACKGROUND

All submittals undergo an initial completeness check, which typically takes 1–3 business days. During this step, staff verify that the required plans, documents, and information have been provided.

A permit application is not placed into plan review until it is deemed complete. Once complete, the project officially enters the plan check queue and the published plan review turnaround times begin. The indicated time frames are based on working days and include all the various Departments who review and approve development projects.

1. STANDARD PLAN CHECK TURNAROUND TIMES

1.1 Refer to Table 1 for standard plan check turnaround times, including both initial reviews and subsequent rechecks, for the various project types.

2. EXPEDITED AFTER HOURS PLAN REVIEW SERVICE

2.1 Expedited after-hours plan review services are available upon request, with applicants responsible for the hourly after-hours rates of each assigned plan reviewer.

Tier 1 and 2 projects may be completed within 5 business days and Tier 3 projects within 10 business days, with current rates of $160/hour for a Senior Plan Check Engineer and $131/hour for a Senior Plans Examiner.

To request this service, applicants must complete and submit the Expedited Plan Check Request Form appended to this handout and upload it with the plans through the POSSE online portal. Requests will be considered based on staff availability, with accepted requests reflected by an updated plan check due date in the portal.

Table 1. Standard Plan Check Turnaround Times

Plan Check Turnaround Times[1,3]			
	Tier 0	**Tier 1**	**Tier 2**
First Submission	5	10	20
Resubmission	5	10	10
Project Types	• City standard carports and private garages • City standard freestanding and retaining walls • Sign • Residential EV charging • Residential siding and stucco replacement • Residential reroof • Pre-approved Aluma-wood patio covers • Residential window/skylight replacement • Water heaters • Residential pools/spas • Minor demolition • HVAC changeouts • Fences • Residential bath and kitchen remodel • Residential solar PV less than 10kWDC[2] • Similar minor projects	• Residential room additions 2-story or less and alterations up to 2000sf • Large demolition • Public swimming pools • Minor accessibility/barrier removal • Tenant improvements up to 5000sf • Minor façade improvements • Monument or blade signs • Commercial grease interceptors and clarifiers • Commercial exhaust hoods • Residential solar PV greater than 10kWDC • Multi-family and commercial solar PV • Indoor swimming pools/spas • Telecom facilities • City standard ADU • Junior ADU • Residential carports and private garages • Residential patio covers • Retaining wall • Other similar projects	• New SFR dwellings, ADUs, multi-family dwellings and commercial buildings • Tenant improvements over 5000sf • Mixed use projects • Commercial and multi-family additions • SFR residential additions or alterations over 2000sf • Major façade improvements • Change in use projects • Major accessibility/barrier removal • Other similar projects

1. Working day review excludes day of plan submittal.
2. Residential solar PV projects less than 10kWDC are reviewed within (3) working days per the City's Express Solar Permitting Program established in response to AB2188.
3. At the discretion of the Building Official, projects deemed to be very large, unusual, or complex in nature, may be designated as **Tier 3** and subject to a 25 working day first review and a 15 working day recheck on a case-by-case basis. Tier 3 projects may include, but are not limited to, high rise buildings, large multi-family or mixed-use buildings, projects with multiple buildings, and other unique and complex projects.

Community & Economic Development Department
Building & Safety Division
3900 Main St., 3rd Floor, Riverside, CA 92522
https://riversideca.gov/cedd/building-safety

EXPEDITED PLAN CHECK REQUEST FORM

As an alternative to the City's standard plan review schedule, the One Stop Shop offers expedited building plan review services, where Tier 1 and Tier 2 projects may be completed within 5 business days, and Tier 3 projects within 10 business days. The City reserves the right to approve or deny any request based on available staff and resources.

By submitting this application, you acknowledge that participation in this program is voluntary and that additional fees will apply beyond the standard building plan review fee. These fees are based on the after-hours hourly rates of each individual reviewer and are due upon completion of the expedited review and prior to resubmittal or permit issuance.

To request expedited plan review services, please complete the information below and submit the application with the construction documents to the POSSE online portal. A new request form is required for every submission. Requests will be considered based on staff availability, and accepted requests will be reflected by an updated plan check due date in the portal.

HOURLY RATES:

Senior Plan Check Engineer - $159.53

Senior Plans Examiner - $130.80

Project Address		Permit #	
Scope of Work			
Type of Service	1st Plan Check ☐ Recheck ☐ Deferred Submittal ☐		
Applicant Name			
Applicant Phone		Applicant Email	
Applicant Signature		Date	