⭐ CLIENTS: PRIOR TO EACH SUBMITTAL, PLEASE ENSURE THERE IS SUFFICIENT BALANCE IN THE DEPOSIT BASED FEE (DBF) ACCOUNT TO PERFORM A PLAN CHECK REVIEW.
CALL OR CHECK ON-LINE, SEE NEXT PAGE FOR INSTRUCTIONS.

April 28

2020

Online FTP Plan Submittal Guidelines for Plan Check Reviews*

Electronic Plan Check Submittals

This document provides customer instructions on how to submit online plans for review to the County of Riverside, Transportation and Land Management Agency. This document has been tailored for Road Improvement Plan Submittal Packages, WQMP, and Grading Plans.

These guidelines are for submittals for plan check review. These guidelines are not for submitting approved submittal copies to the County.

⭐ **STEP#1: Prior to Submittal: Confirm Deposit Based Fee (DBF) Balance and Make a Payment**
See next page for minimum case balance amounts
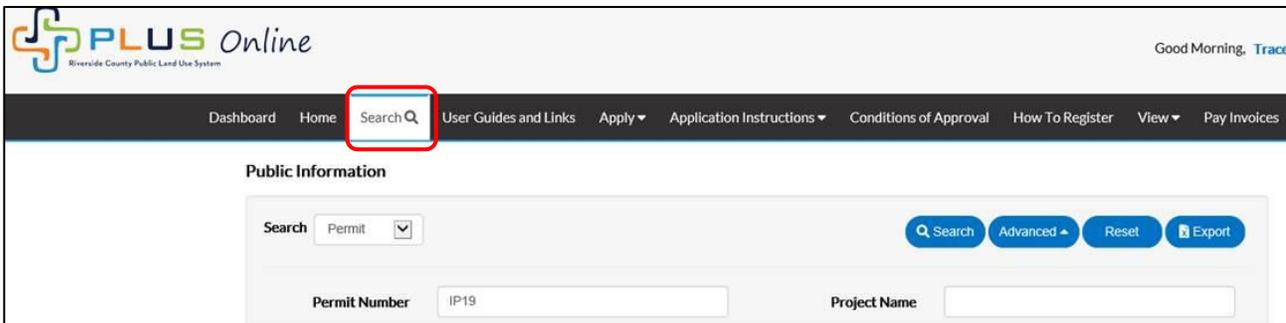
TO CHECK THE CASE BALANCE:

📞 | Call in first the RCTD Front Counter @ 951-955-6527 or 951-955-6769 check DBF balance and to see if a deposit is necessary. This is also the time to let intake staff know that you are submitting so they can log it into the system, notify plan check staff.
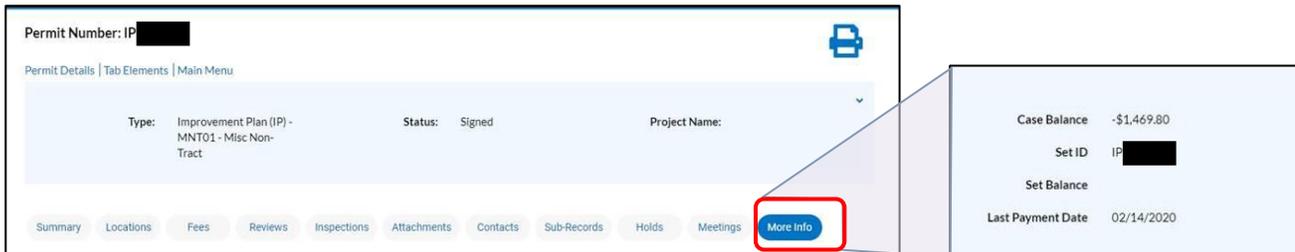
🌐 To Check Balance On-line, visit: https://rctlma.org/plus/ register and log-in to your account.

Click the SEARCH tab at the top of the page to look up the project
Or if you are the applicant the project will show on your DASHBOARD

Click MORE INFO to see the CASE BALANCE

PAYMENT OPTIONS: If you don't have an invoice, you can call 951-955-6527 OR 951-955-6769

Note: A 2.28% transaction service fee will be applied to Credit Card Payments.

On-line Payments	Go to: RivcoPLUS.org	E-Checks &Credit Cards accepted
Credit Card Payment by Phone	(760) 863-7735 or (951) 955-1814	Please have your invoice number ready for reference
Payment by Mail	County of Riverside County P.O. Box 1605 Riverside, CA 92502	Reference your invoice number on your check or include a copy of the invoice.
Payment in Person	Riverside Permit Assistance Center 4080 Lemon Street, 9th Floor Riverside, CA 92501	Desert Permit Assistance Center 77588 El Duna Court, Suite H Palm Desert, CA 92211

MINIMUM CASE BALANCE AMOUNTS TO PERFORM PLAN CHECK

The submittal may be put on hold or not accepted for review, if the following minimum DBF cases balances are met. For invoicing, an additional 7% is added to the amounts below for administrative costs. Requesting an invoice would help ensure the appropriate deposit amounts are made to the account. You can contact TLMABilling@rivco.org for any questions or to request an invoice.

(IP's) PLAN CHECK IMPROVEMENT PLANS:

For TR (Schedule. A, B, C, D) and PM (Schedule. E, F, G) - minimum $5,000*
For PM (Schedule H, I) - minimum $2,000.00
For PP/CU/PU/MS/VL - minimum $2,000.00

* Updated from the posted Plan Check Policy and Guidelines.
Initial Deposit Amounts are based on Transportation's Plan Check Policies and Guidelines.
Visit, https://rctlma.org/trans/Land-Development/Plan-Check/Plan-Check-Guidelines
And see, Section I. Improvement Plan Submittals for minimum submittal requirements
And see, Section II. Construction Cost Worksheet and Plan Check Fee Calc Sheet (pdf) for deposit calculations

(BGR's) GRADING PLANS:

Permit Type	To Assess **Negative** Cases for Plan Check*	Minimum Case Balance Prior to performing Plan Check*
Residential	$1,000	$600
Tract	1-10 Lots $2,000 11-20 Lots $3,000 21 or More $4,000	1-10 Lots $1,500 11-20 Lots $3,000 21 or More $4,000
Commercial	$2,000	$2,000

*The amounts listed above do not account for inspection fees, SWPPP reviews, or Preconstruction meetings. The County can generally accept grading plans for review with the DBF balances listed above, but invoice amounts may differ from the above table due to expected costs for Grading Inspection. If an invoice is issued that amount is the required deposit to perform a plan check.

WQMPS:

This review is typically charged under the BGR account. If a WQMP is required, please double the amounts listed above for Grading Plan reviews. If there is no grading proposed at any point for the project, an IP case can be created to perform the WQMP review. The minimum deposit amounts for grading plans (BGRs) would be the amount to start WQMP reviews.

⭐ **STEP#2: Prior to Submittal: Follow Naming Convention for Electronic Files**

The FTP site is shared with multiple departments. So files not named consistently could be overlooked and not downloaded for review. In addition, Improvement plans, Grading plans, and WQMPs are reviewed by different sections. If there is a plan applicable to more than one review section, provide copy in each ZIP file, e.g. Grading plans can be included in IP, BGR and WQMP reviews. For FTP site submittals, ZIP the files together for each review group with the following naming convention for the ZIP file:

ZIP file naming convention
- IPs: **[Planning Case] [IP#]_PC# – IP,** e.g. *"TR12345 (IP123456)_PC3 - IP"*.
- Grading Plans: **[BGR number]_PC# – Grading Plan"**, e.g. "BGR1234567_PC2 – Grading Plan"
- WQMP: e.g. FWQMP & FHYDRO_PC1 - TR12345 (see below for details).

(IP's) PLAN CHECK IMPROVEMENT PLANS:

[Planning Case] [IP account number] [Plan Type]

Examples:
TR12345 (IP12345) spp
TR12345 (IP12345) wt/sw
TR12345 (IP12345) soils
TR12345 (IP12345) hyd
TR12345 (IP12345) sl
TR12345 (IP12345) ss
TR12345 (IP12345) ts
TR12345 (IP12345) sd
TR12345 (IP12345) ut
TR12345 (IP12345) rw
TR12345 (IP12345) br_CP2
TR12345 (IP12345) gr_CP1 responses

Example Plan types:
spp: Street & Drainage
wt/sw: Water / Sewer
soils: Soils Report
hyd: Hydrology report
sl: Street Lighting
ss: Signing and Striping
ts: Traffic signal
sd: Storm Drain
ut: Utilities
rw: Right of Way
br: Bridge
gr: Grading

As of May 1st, 2020, in addition to PDF submittals, CAD files in MicroStation format (i.e. DGN) are required for:
- Traffic Signal, and
- Signing and Striping plans.

Legal & Plats for off-site right of way should be reviewed by Plan Check before submitting to Survey.

- You can add the submittal number at the end of the filename, by adding "_CP1" for Check Print 1, "_CP2" for Check Print 2, and so on.
- If it is a response to comment, not an actual submittal, you can add "responses" at the end.

(BGR's) GRADING PLANS:

[BGR number] [Submittal Number, where A is the 1st submittal, B is the 2nd, and so on] – [Description]

Examples:
BGR1234567B – Grading Plan   (Grading plan for BGR1234567, second submittal).
BGR1234567A – Soils Report   (Soils Report for BGR1234567 with the first submittal).

WQMPS:

[P for Preliminary or F for Final*] [WQMP or HYDRO] [Submittal Number] – [Planning Case]

Examples:
PWQMP1 – TR12345   (Preliminary WQMP Plan Check 1)
FWQMP2 – TR12345   (Final WQMP Plan Check 2)
FHYDRO3 – TR12345   (Final Hydrology Report Plan Check 3)

* Final refers to projects being reviewed for issuance of a grading permit or building permit. Preliminary refers to submittals during the entitlement phase, related to a Planning case, e.g. Tentative Tract Maps, Conditional Use Permits, and Major Plot Plans that are being process through the Planning Department.

⭐ **STEP#3: Upload files to the County's FTP website**

1. Open any internet browser and navigate to the following address: https://ftp.co.riverside.ca.us/
2. Login to the FTP site with the following credentials:
   - Username: **rivcodocs**
   - Password: **P@ssw0rd**

3. Select the "Add files…" button to locate and upload your files:

NOTE: Clicking the "Add files" button will launch your computer's Explorer window to help you locate and select your files for upload.

4. N avigate to where the files that you want to upload are located. Select all applicable file(s) that should be included in the upload, and then select the "**Open**" option:
   • **NOTE:** The upload window may take a few seconds to close and return to the FTP File Manager page.
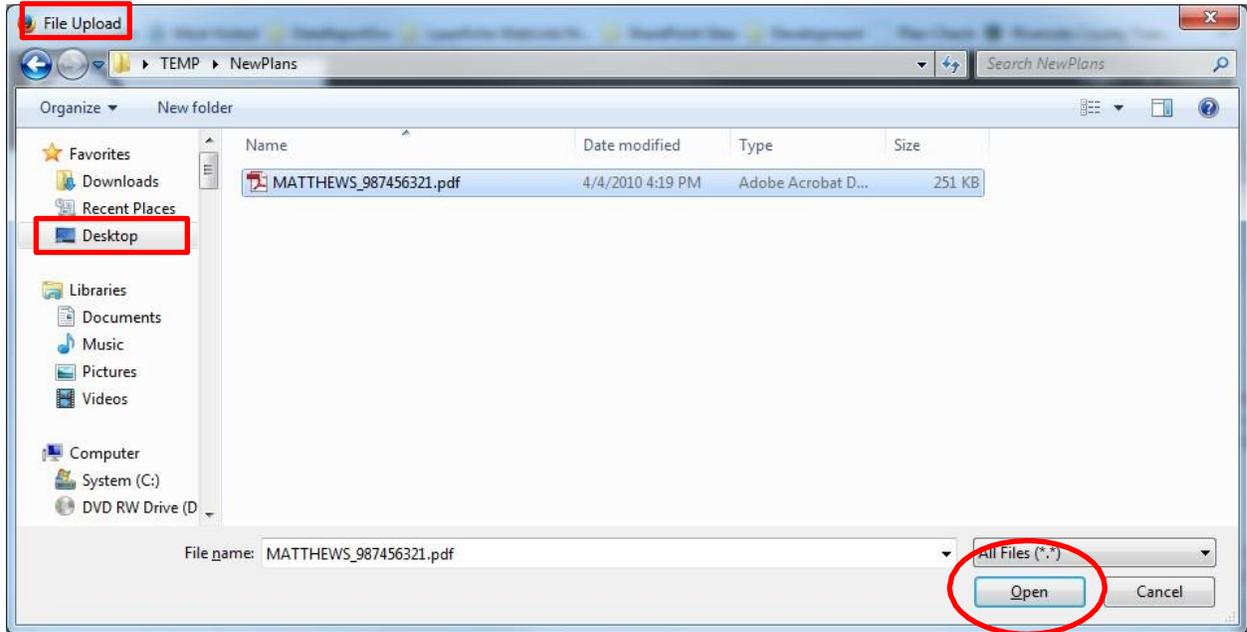
6. Once you have returned to the FTP "File Manager" page, and verified that you have selected all of the files for upload, select the "**Start upload**" option to upload the displayed file(s):
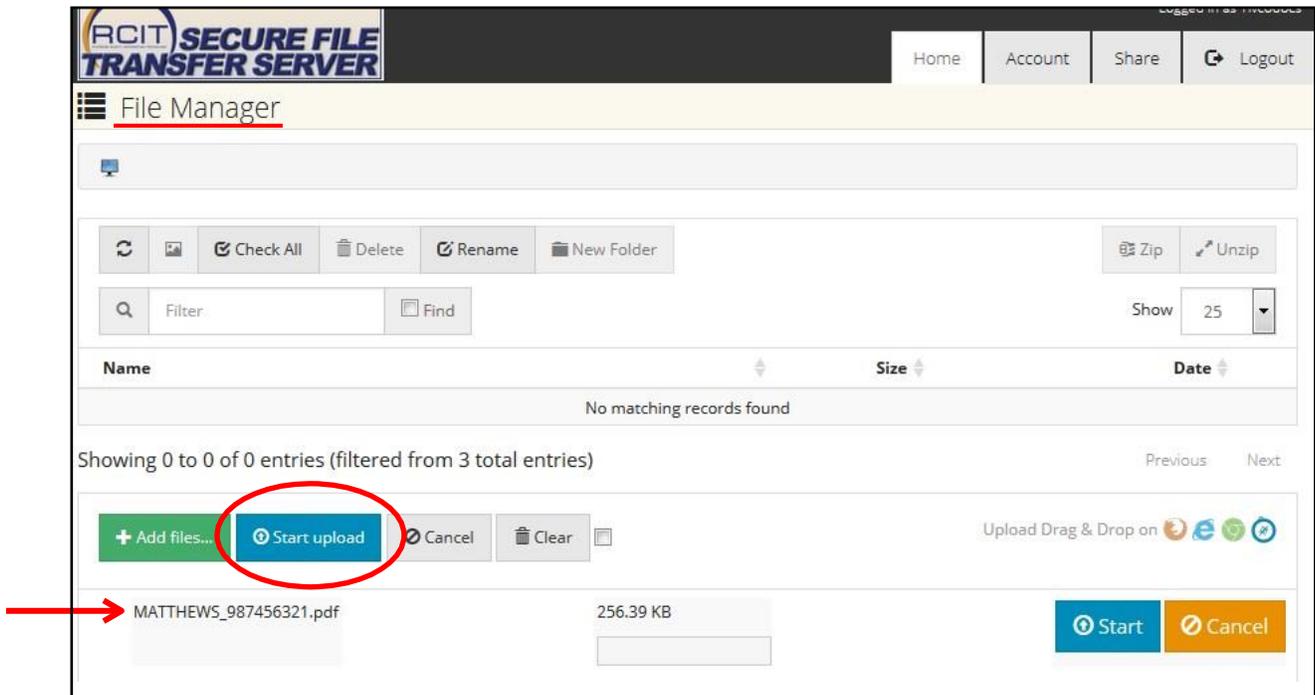
7. Once the file(s) has been uploaded, you will see confirmation towards the top of the screen in the GREEN area.

CONFIRMATION
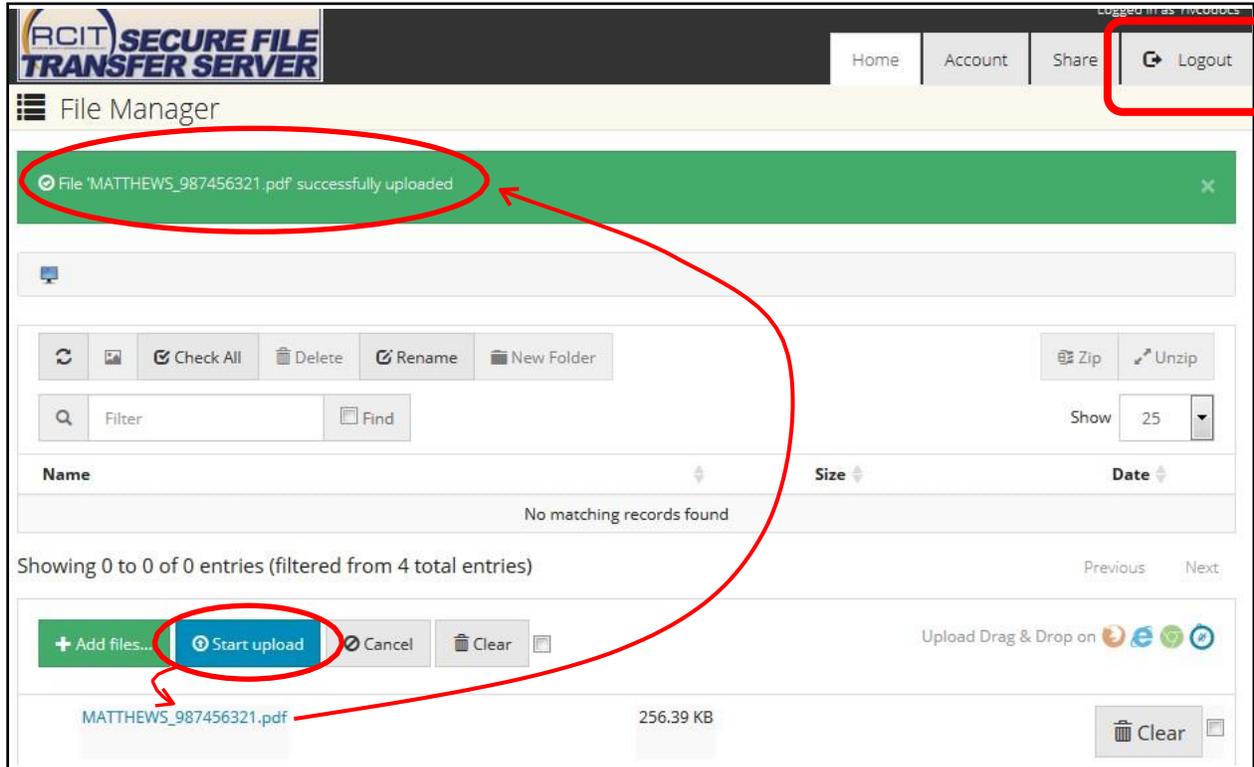
⭐AT THIS POINT, ONCE YOU LOG OUT, YOU CAN CALL OR SEND AN EMAIL TO LET THE COUNTY KNOW THAT YOU HAVE SUBMITTED YOUR FILE.

PLEASE DO NOT ASSUME WE HAVE RECEIVED YOUR FILE, WE WILL SEND YOU AN EMAIL CONFIRMATION WHEN WE HAVE DOWNLOADED YOUR FILE.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 WORKING DAYS. PLEASE CALL 951-955-6527 or 951-955-6769.

AGAIN THANK YOU FOR YOUR COOPERATION AS WE TRANSITION TO OUR NEW SYSTEM, AS PROTOCOL MAY BE SUBJECT TO CHANGE.