

TLMA

TRANSPORTATION LAND MANAGEMENT AGENCY
BUILDING AND SAFETY DEPARTMENT



Subdivision Team

Expanded sub-division staff and streamlined processes



COUNTY OF RIVERSIDE
TRANSPORTATION AND LAND MANAGEMENT AGENCY

SUBDIVISION / TRACTS CUSTOMER NOTICE

Due to increasing customer activity, as of May 15th, 2017 all subdivision/tract related matters will require an appointment to be made with our Subdivision Team.

Appointments can be made by emailing our subdivision team at buildingsubdivision@rivco.org

Please be sure to provide your Tract Number, related building permit number(s) and the purpose of your appointment (i.e. new submittal, re-submittal, clear conditions, etc.) when scheduling your appointment.

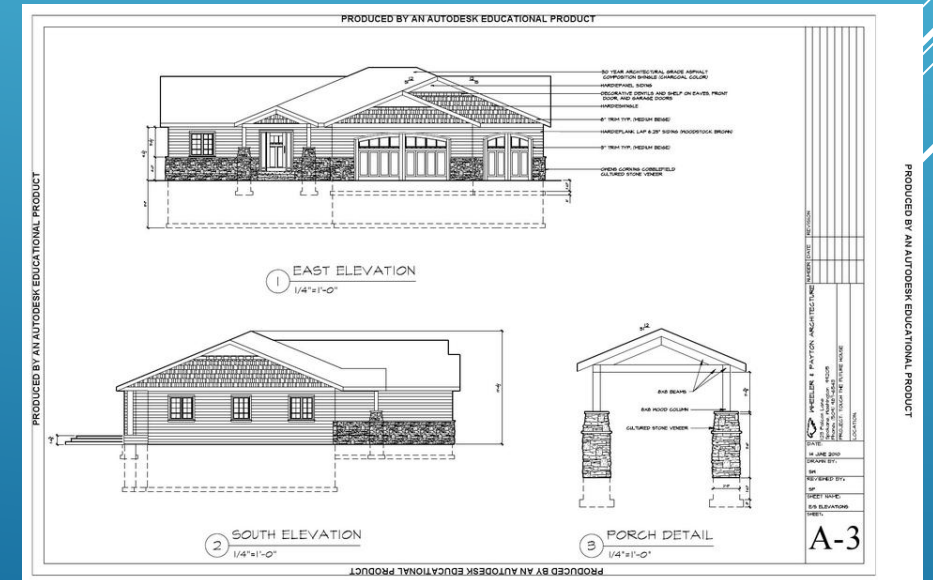
Appointments Are Required For:

First Submittal:

- ▶ BSD model Homes, BSD Tract walls, Precise Grading
- ▶ Tract miscellaneous permits (patios, BBQ, pool, etc.)
- ▶ Community center, water tanks
- ▶ Sales office, model home complex
- ▶ Playgrounds, tot lots, etc.

Permit issuance:

- ▶ All permits above



APPOINTMENTS NO LONGER NECESSARY FOR:

- Submittal of Rough Grade
- Picking up Corrections
- Dropping off Corrections
- Submitting Revised Plans



In order to facilitate the process for Subdivision we are no longer requiring appointments to be made when submitting any of the above mentioned items.

Our Building & Safety counter staff can now take your plans over the counter. Simply walk-in and pull a ticket for our Building & Safety counter.

CONDITION CLEARANCES

Requests for clearing some conditions can be made via email. Be sure to send the required documentation to satisfy your particular condition(s).

The Subdivision Team is only able to clear the following types of conditions:

- Planning Department conditions
- TLMA/Building and Safety Department conditions
- Any fee related conditions

All other conditions (i.e. Fire, Waste, Health, etc.) shall be cleared by the specific department referred to in the condition.

Planning Conditions Requiring Letters for Clearance

1. Block Wall Anti-graffiti

- ❖ A letter showing the tract number, phase, and lot numbers will be required
- ❖ Letter shall be from the contractor who provided the treatment



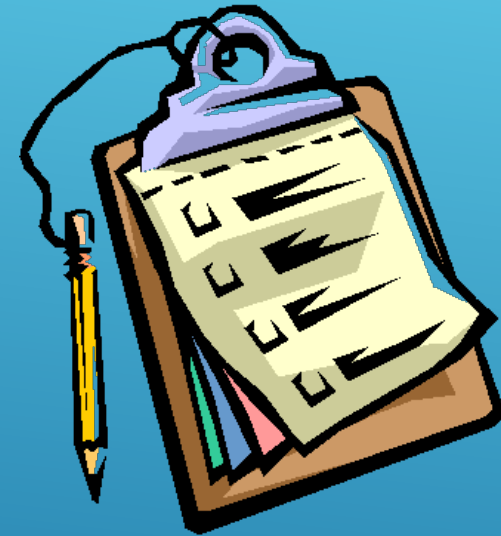
What is new?

****Anti-graffiti treatment will not be required on return walls less than ten feet in continuous length****

Reminder: Wall permits must be finalized prior to BRS final inspection

Planning Conditions Verified by Inspector through Production Home Inspection

2. *Concrete driveways*
3. *Fencing compliance*
4. *Roof Run-off Discharge*
5. *Roll-up Garage Doors*
6. *Water-efficient Signage (models only)*



What is new?

Building Inspectors and Grading Inspectors will include these conditions as inspection items to eliminate the need of additional and repetitive letter submission.

BSD MODEL HOMES REQUIREMENTS

STANDARD PLAN

1. Application to Construct (BSD)
2. Processing Worksheet
3. One (1) complete set of plans (blue prints)
4. One (1) set of Energy Calculations.
5. One (1) set of Structural Calculations,
6. One (1) set of Truss Calculations, unless the engineer of record proposes deferral of truss submittal.
7. One (1) copy of Soils Report
8. One copy of Summary of Design Variation table
9. Approved Acoustic analysis if required by tract's conditions of approval.
10. A plan check fee will be required for submittal.

RE-SUBMITTAL REQUIREMENT LIST

- 1. Marked Set (**Redlines**) or previously approved set if revising plans
- 2. Processing Worksheet
- 3. Scope of changes must be listed (if revising plans)
- 4. Two (2) complete sets of plans (blue prints, complete with clouds/deltas & correction response sheet)
- 5. Two (2) sets of Energy Calculations
- 6. Two (2) sets of Structural Calculations
- 7. (2) sets of Truss Calculations, unless the engineer of record proposes deferral of truss submittal
- 8. Two (2) copies of Soils Report*
- 9. Two copies of the Summary of Design Variation table*
- 10. Approved Acoustic analysis if required by tract's conditions of approval*

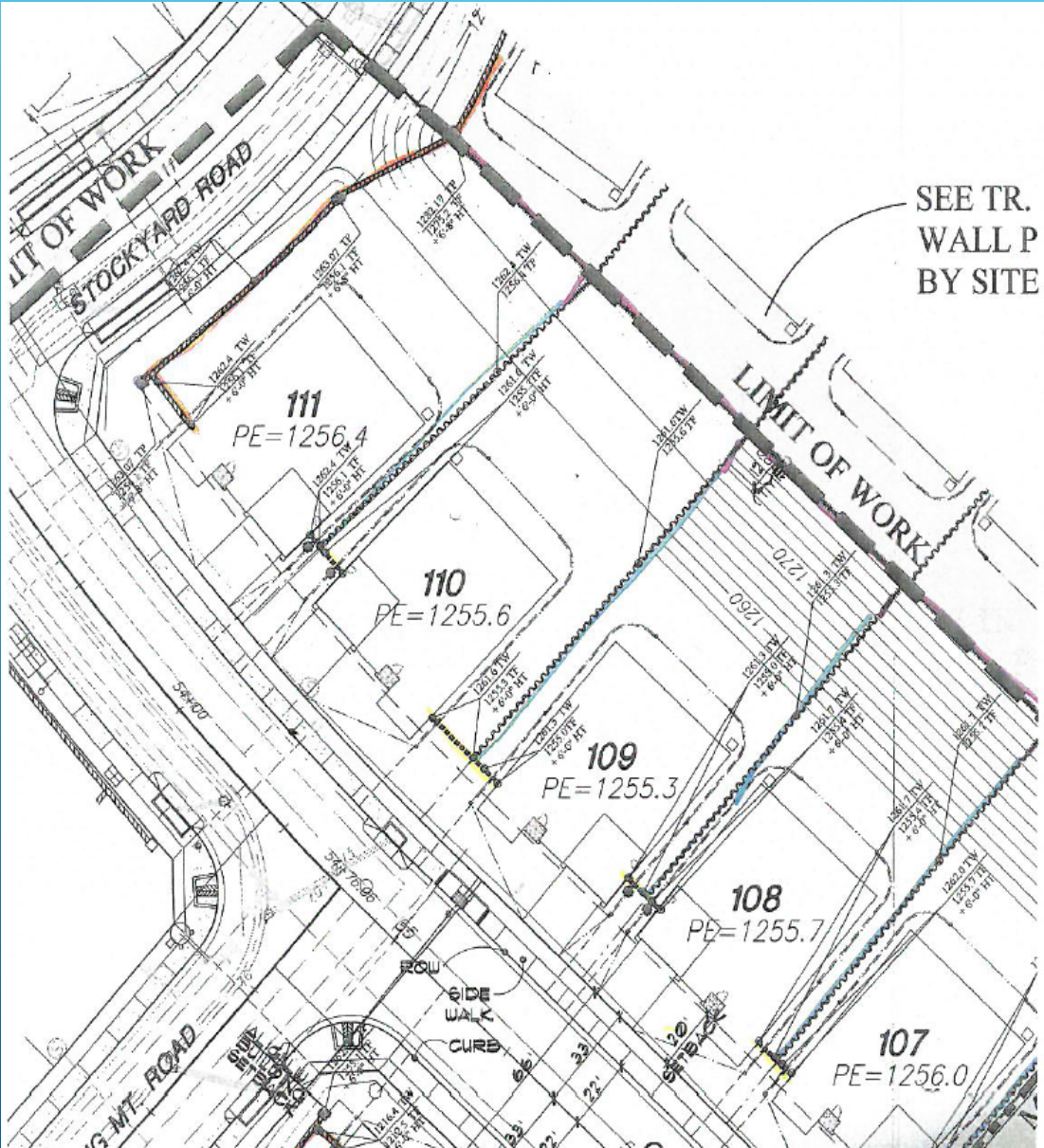
* Items 8-10 not required if submitting revisions to an approved BSD

BSD-WALLS REQUIREMENTS

STANDARD PLAN - TRACT WALLS

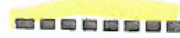


1. Application to Construct (BSD)
2. Processing Worksheet
3. One (1) complete set of plans (including **all** walls & locations)
4. Wall types (i.e. retaining, return & perimeter) to be color coordinated with legend
5. One (1) set of Structural Calculations,
6. Identification of lots in which retaining walls are 3 feet or more above grade level
7. One (1) copy of Soils Report
8. Approved Acoustic analysis if required by tract's conditions of approval.
9. A plan check fee will required for submittal

NOTE: All wall plans shall comply with County Planning guidelines and/or Approved Tract Design







FENCE AND WALL LEGEND

WALLS UNDER PERMIT

- 
 STREET FACING WALL
 - SEE DETAIL
 - SEE STR. D.
- 
 STONE VENEER WALL
 SEE DETAIL
 SEE STR. DE
- 
 SLUMP BLOCK WALL
 SEE DETAIL
 SEE STR. DE

WALLS NOT UNDER PERMIT

- 
 TUBULAR STEEL FENCE
 SEE DETAIL
- 
 VINYL FENCE
 SEE DETAIL
- 
 GARDEN WALL AND
 SEE DETAIL
- 
 SIDEYARD GATE
 SEE DETAIL

EXAMPLE OF WALL PLANS

TLMA'S SUBDIVISION TEAM IS READY FOR YOU!



Gus Lua
Land Use Supervisor



Mitzi Hernandez
Land Use Supervisor



Stephanie Millan
Land Use Technician II



Kendra Castaneda
Land Use Technician II

IF YOU HAVE QUESTIONS

Contact the **Subdivision Team**

- ▶ **Email:** buildingsubdivision@rivco.org
- ▶ **Phone:** 951-955-6989
- ▶ **Fax:** 951-955-1806
- ▶ **Website/forms:** <http://rctlma.org/building/Forms>
 - ❖ *search under Handouts > Tract Handouts*