



## DEPARTMENT OF ENVIRONMENTAL HEALTH County of Riverside

INFORMATIONAL BULLETIN NO. 158-22-EPO

ENVIRONMENTAL PROTECTION AND OVERSIGHT DIVISION

### UST Electronic Plan Submittal Instructions

The Department of Environmental Health will accept electronic plan submittals for underground storage tanks (UST) in addition to the traditional plan review process. Electronic plan submittal is not mandatory but is offered as a convenience that will reduce paper waste and driving time.

The electronic plan submittal process will be much the same as the traditional plan review process. Refer to our website by clicking [here](#) to access our UST General Plan Review guidelines. Plans that are submitted electronically will be returned electronically to the contact person/firm listed on the application. We do not offer printing, flash drive transfer or courier services. We also do not offer unlimited electronic storage of plans. It is the responsibility of the architect/draftsperson/owner/etc. to ensure that plans are submitted to all required agencies/parties.

#### Submittal Process

1. Obtain a Closure/Plan Check application for plan review from our website by clicking [here](#). Please ensure the application is **filled out completely**. Plan check fees are based on scope of work and/or the number of tanks. Contact your area office UST plan check specialist for details.
2. Plans must be submitted in PDF format through **Dropbox**. Note: Sign up for a free Dropbox account <https://www.dropbox.com/basic>. Email your application and plans to [USTPLANCHECK@rivco.org](mailto:USTPLANCHECK@rivco.org). You will be contacted by this department by phone or email for the payment of fees. Fees must be paid prior to plan review via check or card (a 2.37% merchant processing fee applies for card transactions). A copy of the receipt will be emailed to you. **The plan review process will not begin until fees are paid.**
3. Once the payment is processed, your plans will be delivered electronically to your local UST Plan Checker for review. The contact person listed on the plan review application will be contacted by the plan check specialist once the plans are reviewed. Plans are reviewed in the order they are submitted. A Dropbox link will be e-mailed to you for retrieval of the reviewed plans. **The link is temporary, so please access your plans in a timely manner.**
4. If your plans are approved, you will receive an email with the Dropbox link containing the stamped approved plans. Notify the plan check specialist of any changes to approved plans. Additional plan check fees may apply for further plan reviews beyond original approval.
5. If your plans are not approved or need corrections, you will receive an email from the plan check specialist with a Supplemental Report outlining the information needed to continue plan review. Once plans are corrected, they must be resubmitted via email directly to the plan check specialist. Please ensure that "Resubmittal" is listed in the email subject line to the specialist.

Please contact our Riverside Environmental Health office at 951-358-5055 for further information on the electronic plan submittal/review process.

OFFICES IN: RIVERSIDE, BLYTHE, CORONA, HEMET, INDIO, MURRIETA AND PALM SPRINGS  
For more information call (888) 722-4234

[www.rivcoeh.org](http://www.rivcoeh.org)