



DEPARTMENT OF ENVIRONMENTAL HEALTH County of Riverside

INFORMATIONAL BULLETIN NO. 156-22-DES

DISTRICT ENVIRONMENTAL SERVICES DIVISION

Electronic Plan Submittal Instructions

The Department of Environmental Health accepts electronic plan submittals for food, mobile food and pool facilities in addition to the traditional plan review process. Electronic plan submittal is not mandatory and is offered as a convenience. Click [here](#) to access our plan review application and plan review guides.

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, electronic storage nor courier services 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 the correct plan review application from our website under Forms/Guidance (i.e. pool vs. food facility). **Fill out the application for plan review completely** including the square footage and proposed scope of work or construction. Obtain an application for plan review from our website by clicking [here](#).
2. Plans must be submitted in PDF format. Dropbox is the cloud storage service that we use to save and transfer files online during the plan review process. Email your Dropbox link and plan review application to DEHPLANCHECK@rivco.org. Include the name of the facility and city in the subject line of the email. **Do not** email plans to your plan check specialist. Due to security reasons, no other file transfer protocol server will be accepted.
3. You will be contacted by this department by email for the payment of fees. **The plan review process will not begin until the plan check fee is paid.** Please choose your method of payment and follow the instructions listed in the email. Fees can be paid via cash, check or credit card (a 2.37% merchant processing fee applies to card transactions). Ensure to include a copy of the plan review application with any mailed check payment and address it to the **Attention: Plan Check**.
4. A copy of the receipt will be emailed to you. You will be notified when your plans are made accessible to your local Environmental Health office plan check specialist for review. The contact person listed on the plan review application will be contacted by the plan check specialist once the plans are reviewed. **We do not offer expedited plan review services.**
5. **If your plans are not approved**, you will receive a “Plan Correction Notice”. Resubmit the corrected plans by emailing the [Dropbox link](#) to your corrected plans and signed “Plan Correction Notice” to DEHPLANCHECK@rivco.org. **Do not** email plans to your plan check specialist.
6. **If your plans are approved**, you will receive a “Plan Approval Notice” and a Dropbox link to retrieve the approved stamped plans. Email the plan check specialist a signed copy of the “Plan Approval Notice”. Failure to do so may result in a delay in the scheduling of construction inspections. Print or save your approved plans in a timely manner. The Dropbox link is a temporary link.

OFFICES IN: RIVERSIDE, BLYTHE, CORONA, HEMET, INDIO, MURRIETA AND PALM SPRINGS

For more information call (888) 722-4234

www.rivcoeh.org