



REQUEST FOR AN OVER-THE-COUNTER PLAN CHECK

EXAMPLES of applications available for this process are:

- Minor Residential Additions/Alterations ● Fences and Walls ● Residential Accessory Structures
- Minor Tenant Improvements (T.I.s) involving interior remodeling

Attention Applicant: Please keep in mind that over-the-counter plan check services can not be guaranteed. It is possible that your project may require a more detailed review than can be provided at the public counter. If any of the required departments can not provide an over the counter plan check, the plans must then be submitted through the Building and Safety Department for normal routing procedures.

It is **your** responsibility to present this form and your plans to each applicable department for their approval.

Over-the-counter process:

1. Obtain Planning Department approval
2. Go to Building and Safety Department and obtain Project Number
3. Obtain Fire Department approval **(by appointment only)**
4. Obtain Building and Safety Department approval

DATE: _____ PROJECT NUMBER: _____

ADDRESS: _____

DESCRIPTION OF OCCUPANCY: _____

DEPARTMENT ¹	COUNTER PLAN REVIEW HOURS	APPROVAL SIGNATURE**	DATE
PLANNING (951) 304-CITY (2489)	7:30 AM- 4:00 PM		
FIRE (951) 304-FIRE (3473)	7:30 AM- 4:00 PM		
ENGINEERING (951) 304-CITY (2489)	7:30 AM- 4:00 PM		
BUILDING and SAFETY ² (951) 304-CITY (2489)	7:30 AM- 4:00 PM		

¹ You must contact the individual Department to ensure availability for over-the-counter plan check and/or to schedule an appointment.

² A Business License must be obtained prior to electric release by Building and Safety Department.

****DEPARTMENT REPRESENTATIVES** – If counter review can not be provided or if this project can not be approved for building permit issuance **DO NOT SIGN!**