



County of Riverside  
**DEPARTMENT OF ENVIRONMENTAL HEALTH**

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**Electronic Plan Submittal**

The Department of Environmental Health will accept 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 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 at [www.rivcoeh.org](http://www.rivcoeh.org) to access the construction plan approval procedures. 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 Instructions**

1. Obtain an application for plan review from our website. Please ensure the **correct** application is filled out (i.e. pool vs. food facility) and that it is **filled out completely**. Plan check fees are based on scope of work and/or the square footage of the facility. Contact your local Environmental Health office plan check specialist for details.
2. Plans must be submitted in PDF format through **Dropbox**. Email your plans and plan review application to [DEHPLANCHECK@rivco.org](mailto:DEHPLANCHECK@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% convenience 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 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. 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 a “Plan Approval Notice” along with the stamped plans. A copy of the “Plan Approval Notice”, with your signature, must be sent back to the plan check specialist. Failure to do so may result in a delay in the scheduling of construction inspections. 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, you will receive a “Plan Correction Notice”. A copy of the “Plan Correction Notice”, with your signature, must be sent back to the plan check specialist. Once plans are corrected, they must be resubmitted through your Dropbox account. Please ensure that “Resubmittal” is listed under the notes in Dropbox.

Please contact our Riverside Environmental Health office at 951-358-5172 for further information on the electronic plan submittal/review process.

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**Corona**  
2275 S. Main St #204  
Corona, Ca 92882  
(951) 273-9140  
Fax (951) 520-8319

**Hemet**  
800 S. Sanderson #200  
Hemet, Ca 92545  
(951) 766-2824  
Fax (951) 766-7874

**Indio**  
47-950 Arabia St “A”  
Indio, Ca 92201  
(760) 863-8287  
Fax (760) 863-8303

**Murrieta**  
38740 Sky Canyon Dr.  
Murrieta, Ca 92563  
(951) 461-0284  
Fax (951) 461-0245

**Palm Springs**  
544 S. Paseo Dorotea  
Palm Springs, Ca 92264  
(760) 320-1048  
Fax (760) 320-1470

**Riverside**  
4065 County Circle  
Riverside, Ca 92503  
(951) 358-5172  
Fax (951) 358-5017