

County of Riverside Frequently Used Services

Service Provided	Department	Location	Operating Hours Monday - Friday <i>unless otherwise indicated</i>	Is this Service Available online or via email?	Main Number to Call for Questions Regarding this Service
Assessment Appeals Applications	Clerk of the Board	County Administrative Center: 1st Floor	8:00 a.m. to 5:00 p.m.	No	(951) 955-9688
Assessment Appeals Hearings	Clerk of the Board	County Administrative Center: 1st Floor	8:00 a.m. to 5:00 p.m.	No	(951) 955-9688
Board Agenda Items/Research	Clerk of the Board	County Administrative Center: 1st Floor	8:00 a.m. to 5:00 p.m.	Some items may be searched online http://riversidecountyca.igam2.com/Citizens/calendar.aspx Older items may require	(951) 955-1060
Board of Supervisors Meetings	Board of Supervisors	County Administrative Center: 1st Floor	Tuesdays at 9:30 a.m.	No	(951) 955-1060
Building Plan and Permit Applications	TLMA: Building & Safety	County Administrative Center: 9th Floor	Monday - Thursday: 7:30 a.m. - 5:00p.m. Friday: 8:00 a.m. - 5:00 p.m.	Yes, you can visit https://rctlma.org/building and apply by clicking on Plus Online	(951) 955-1800
Business Registration	TLMA: Transportation	County Administrative Center: 8th Floor	8:00 a.m. - 5:00p.m.	Yes, you can visit https://rctlma.org/trans	(951) 955-1400
Claims and Summons	Clerk of the Board	County Administrative Center: 1st Floor	8:00 a.m. to 5:00 p.m.	No	(951) 955-1060
Code Enforcement Violations or Public Records	TLMA: Planning & Code Enforcement	County Administrative Center: 12th Floor	8:00 a.m. - 5:00p.m.	Yes, you can visit https://rctlma.org/ce	(951) 955-2004
Document Recording	Assessor-County Clerk-Recorder	Multiple Locations: 2724 Gateway Drive, Riverside 38-686 El Cerrito Road, Palm Desert	8:00 a.m. to 4:30 p.m.	No: Drop Boxes available at Gateway, Temecula, CAC, Palm Desert, Blythe	(951) 955-6200
Employee Benefits	Human Resources	County Administrative Center: 1st Floor	8:00 a.m. to 4:30 p.m.	Yes	(951) 955-4981 (option 1)
Encroachment Permits	TLMA: Transportation	County Administrative Center: 8th Floor	8:00 a.m. - 5:00p.m.	Yes, please email EncroachmentPermits@rivco.org	(951) 955-6790
Fictitious Business Name (FBN)	Assessor-County Clerk-Recorder	Multiple Locations: 2724 Gateway Drive, Riverside 38-686 El Cerrito Road, Palm Desert	8:00 a.m. to 4:30 p.m.	Yes	(951) 955-6200
General Public Questions	Auditor-Controller	County Administrative Center: 3rd and 11th Floors	Monday through Thursday 8:00 a.m. to 5:00 p.m. Friday 8:00 a.m. to 4:30 p.m.	No	(951) 955-3800 and (951) 955-3810
General Public Questions	Executive Office	County Administrative Center: 4th Floor	8:00 a.m. - 5:00p.m.	No	(951) 955-1110
General Survey Services	TLMA: Transportation	County Administrative Center: 8th Floor	8:00 a.m. - 5:00p.m.	Yes, you can visit https://rctlma.org/trans	(951) 955-6700

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Marriage Ceremonies (limited attendees)	Assessor-County Clerk-Recorder	Multiple Locations: 2724 Gateway Drive, Riverside 38-686 El Cerrito Road, Palm Desert	8:00 a.m. to 4:30 p.m.	Video available by appointment	(951) 955-6200
Marriage Licenses	Assessor-County Clerk-Recorder	Multiple Locations: 2724 Gateway Drive, Riverside 38-686 El Cerrito Road, Palm Desert	8:00 a.m. to 4:30 p.m.	Video available by appointment	(951) 955-6200
Meeting Requests for Board Members and Staff	Board of Supervisors Clerk of the Board	County Administrative Center: 5th Floor	8:00 a.m. to 5:00 p.m.	No	(951) 955-9500
Notary	Assessor-County Clerk-Recorder	Multiple Locations: 2724 Gateway Drive, Riverside 38-686 El Cerrito Road, Palm Desert	8:00 a.m. to 4:30 p.m.	No	(951) 955-6200
Official Record Copies	Assessor-County Clerk-Recorder	Multiple Locations: 2724 Gateway Drive, Riverside 38-686 El Cerrito Road, Palm Desert	8:00 a.m. to 4:30 p.m.	Yes	(951) 955-6200
Pay Check Pick Up and Personal Data Updates	Auditor-Controller	County Administrative Center: 3rd Floor	Monday through Thursday 8:00 a.m. to 5:00 p.m. Friday 8:00 a.m. to 4:30 p.m.	No	(951) 955-3810
Plan Checks & Inspections	TLMA: Building & Safety	County Administrative Center: 9th Floor	Monday - Thursday: 7:30 a.m. - 5:00p.m. Friday: 8:00 a.m. - 5:00 p.m.	Yes, you can visit https://rcflma.org/building	(951) 955-1800
Planning Information on Land Use, General Plan's, and Zoning	TLMA: Planning & Code Enforcement	County Administrative Center: 12th Floor	8:00 a.m. - 5:00p.m.	Yes, you can visit https://planning.rcflma.org/ and apply by clicking on Plus Online	(951) 955-3200
Property Tax Payments	Treasurer - Tax Collector	County Administrative Center: 4th Floor	8:00 a.m. to 4:30 p.m.	Current year taxes can be paid online at https://www.countytreasurer.org/TaxCollector/HowToPay.aspx	951-955-3900
Property Tax Questions	Auditor-Controller	County Administrative Center: 11th Floor	Monday through Thursday 8:00 a.m. to 5:00 p.m. Friday 8:00 a.m. to 4:30 p.m.	No	(951) 955-3800
Property Taxes	Treasurer - Tax Collector	County Administrative Center: 4th Floor	8:00 a.m. to 4:30 p.m.	FAQ's are available online at https://www.countytreasurer.org/TaxCollector/PropertyTaxFrequentlyAskedQuestions.aspx	951-955-3900
Retiree Information	Human Resources	County Administrative Center: 1st Floor	8:00 a.m. to 4:30 p.m.	No	(951) 955-4981 (option 2)
Stale Dated Warrants	Auditor-Controller	County Administrative Center: 3rd and 11th Floors	Monday through Thursday 8:00 a.m. to 5:00 p.m. Friday 8:00 a.m. to 4:30 p.m.	No	(951) 955-3800 and (951) 955-3810
Tax Sale Information	Treasurer - Tax Collector	County Administrative Center: 4th Floor	8:00 a.m. to 4:30 p.m.	FAQ's are available online at https://www.countytreasurer.org/TaxCollector/TaxSaleInformation.aspx	951-955-3900
Taxi/Non Emergency Medical Transport Permits	Clerk of the Board	County Administrative Center: 1st Floor	8:00 a.m. to 5:00 p.m.	No	(951) 955-1060

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Unclaimed Money	Treasurer - Tax Collector	County Administrative Center: 4th Floor	8:00 a.m. to 4:30 p.m.	FAQ's are available online at https://www.countytreasurer.org/TaxCollector/UnclaimedMoney.aspx	951-955-3900
Vendor Questions	Auditor-Controller	County Administrative Center: 11th Floor	Monday through Thursday 8:00 a.m. to 5:00 p.m. Friday 8:00 a.m. to 4:30 p.m.	No	(951) 955-3800
Vital Copies (Birth, Death, Marriage)	Assessor-County Clerk- Recorder	Multiple Locations: 2724 Gateway Drive, Riverside 38-686 El Cerrito Road, Palm Desert	8:00 a.m. to 4:30 p.m.	Yes	(951) 955-6200
Warrant Pick Ups	Auditor-Controller	County Administrative Center: 3rd Floor	Monday through Thursday 8:00 a.m. to 5:00 p.m.	No	(951) 955-3800