

CARPORTS AND DETACHED SHEDS Electronic Submittal Checklist

Please initiate a pre-application in the [Online Permitting Services \(OPS\) Portal](#) and select the following scope of work descriptions from the drop downs.

- Residential
- Add to an existing home
- Carport or shed

Enter your project information and attach the following items. Be sure to select the document type as identified below. All attachments must comply with [Roseville Electronic Plan Review Document Submittal Requirements](#).

Please also see [Carports and Detached Sheds](#) for additional information.

PLANS

- Complete, stamped signed (electronic signatures accepted) building plans including plot plan, floor plan, foundation plan, roof framing plan, exterior elevations, cross sections and details

TECHNICAL DOCUMENTS

- Structural calculations
- Truss calculations, if applicable
- Title 24 energy calculations, if applicable
- [Special Inspection and Testing Agreement](#), if applicable
- Truss acceptance letter from engineer of record, if applicable

Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments and the plan review period will not begin until payment has been received.

We encourage all applicants to utilize the OPS Portal to submit, but applicants may also submit in-person at the Permit Center. To submit at the Permit Center, please provide the items listed above along with a completed [Building Permit Application](#) on a USB drive or similar data storage device.