



Development Services Department
Building Division
311 Vernon Street
Roseville, California 95678-2649

CERTIFICATE OF OCCUPANCY Electronic Submittal Checklist

Please prepare and save your **DOCUMENTS, PLANS, and TECHNICAL DOCUMENTS** as pdf's. These will become your pre-application attachments. All attachments must comply with [Roseville Electronic Plan Review Document Submittal Requirements](#).

Also see [Certificate of Occupancy Packet](#) for additional information.

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

- Commercial
- Occupy an existing commercial building or suite

Enter your project information and attach the following items. Be sure to select the document type as identified below.

DOCUMENTS

- [Unified Program Consolidated \(CUPA\) Form](#)

PLANS

- Complete building plans including: a site plan with tenant location identified and address, suite number stated, a floor plan, scaled or dimensioned, showing all walls, doors, rooms and uses

TECHNICAL DOCUMENTS

- [Certificate of Occupancy Tenant Building Data](#) (if not included on plans)

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.