

ADDITION TO A COMMERCIAL BUILDING PERMIT Electronic Submittal Checklist

Improvement plans must be submitted to the Development Services Department Engineering Division prior to submitting a building pre-application.

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](#).

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
- Add to an existing commercial building

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

DOCUMENTS

- [Air Quality Supplemental Questionnaire for Commercial Construction](#)
- Addressing plan, see [City of Roseville Addressing Guidelines](#)
- [Certification of Development Fees](#)
- [Unified Program Consolidated \(CUPA\) Form](#)
- [Application for Non-Domestic Wastewater Discharge](#), applicable only if your business falls under one of these [regulated industrial categories](#), an application must be filed with Environmental Utilities Industrial Waste Division at [EU Wastewater Compliance](#) and upload to your Building Permit.
- [One Time Compliance Report](#), applicable only for dental operations. A [Dental Office Category Exemption form](#) may be submitted in addition to the One Time Compliance Report if found to be exempt from the ruling under [§441.10\(c-f\)](#)

PLANS

- Complete, stamped and signed (electronic signatures accepted) building plans including coversheet, site, site accessibility, architectural, structural, plumbing, mechanical, electrical, energy compliance, green code worksheet, trash enclosure details and California Environmental Quality Act (CEQA) mitigation measures

TECHNICAL DOCUMENTS

- Notice to Applicant (NTA) with conditions of approval
- Manufacturers' specifications
- Manufacturers' installation instructions
- Civil improvement plans, including landscape plans
- Structural calculations
- Engineer's geotechnical report, if applicable
- Truss calculations, if applicable
- Truss acceptance letter from engineer of record, if applicable
- Title 24 energy calculations
- [Accessibility Upgrade Worksheet](#)
- [Special Inspection and Testing Agreement](#), if applicable
- Construction & Demolition Waste Management Plan

Note: Submit a [Transportation Systems Management \(TSM\) Plan Submittal Form](#) directly to the Alternative Transportation Division.

If the tenant improvement involves any food handling i.e. food preparation, prepackaged foods or food service, tattoo parlors or similar facilities, please contact [Placer County Environmental Health](#) at 530-745- 2300 to obtain plan submittal requirements.

Please be advised that California Green Building Standards Code (CALGreen) Part 4, Section 4.408 mandates the submission of a Waste Management Plan (WMP) for projects falling within certain criteria. The permit processing system will alert you if one is required. Questions for this process shall be directed to wmp@roseville.ca.us.

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.