

COMMERCIAL FOUNDATION ONLY Electronic Submittal Checklist

You may only apply for a foundation only permit after your shell or full building permit has been submitted and your plans examiner advises you to do so.

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 [Foundation Only Permit Requirements](#) 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
- Build a new commercial building

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

DOCUMENTS

- [Foundation Only Agreement](#)
- Written request for the issuance of a foundation only permit
- Engineer's geotechnical report
- Notice to Applicant (NTA) with conditions of approval
- Manufacturers' specifications
- Manufacturers' installation instructions
- Civil improvement plans, including landscape plans
- [Certification of Development Fees](#)

PLANS

- Labeled **Foundation Only**, stamped and signed (electronic signatures accepted) building plans including coversheet, vicinity map, site plan, architectural floor plans, foundation structural, underground/under slab plumbing, underground/under slab mechanical, underground/underslab electrical and California Environmental Quality Act (CEQA) mitigation measures

TECHNICAL DOCUMENTS

- Structural calculations
- [Special Inspection and Testing Agreement](#), 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.