

## COMMERCIAL HVAC UNIT REPLACEMENT 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](#).

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
- Do repairs or maintenance to an existing commercial building or suite
- Heating, ventilation and air conditioning replacement

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](#)

### PLANS

- Complete stamped and signed (electronic signatures accepted) building plans including coversheet, site, roof plan with roof access location, mechanical equipment schedule and energy forms. When applicable, additional: structural, mechanical, electrical and plumbing.

### TECHNICAL DOCUMENTS

- Manufacturers' specifications and/or installation instructions
- [Non-Residential HVAC Unit Replacement Requirements](#)
- Structural calculations, if applicable
- Truss calculations, if applicable
- Title 24 energy calculations
- [Special Inspection and Testing Agreement](#), if applicable

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](mailto: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.

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.