

Non-Residential and High-Rise Multi-Family RE-ROOF Electronic Submittal Checklist

***High-Rise Multi-Family Building is a building other than a hotel/motel, of occupancy group R-2 or R-4 with 4 or more habitable stories.**

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

- Commercial
- Do repair or maintenance.
- Re-roofing

Enter your project information and provide a full description of the work to include:

- Number of squares
- Existing roof material
- Proposed roof material
- Type of preparation (tear-off or overlay)

Then, 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](#).

PLANS

- Provide a legible aerial view plan of the entire property. 8.5 x 11 sheet size acceptable.
- On the aerial view plan, indicate the Area of Work, Project Address, Scope of Work, and roof access location.

TECHNICAL DOCUMENTS

- Visit EnergyCodeAce.com. Complete, sign and submit a NRCC-ENV-E energy compliance form. Note: When completing the 'Envelope Scope' information for low slope roof, both 'Roof Assembly' and 'Roofing Material' are typically applicable to all projects. Any Code Exceptions shall be clearly identified on the Aerial View plans by the applicant. (Note: The city of Roseville is within Climate Zone 11.)

- Visit coolroofs.org/directory/roof for information regarding roof product Solar Reflectance, Thermal Emittance and SRI (Solar Reflective Index).
- If new tile or steel roofing product, provide structural calculations.

Inspections:

Overlay Applications

1. Pre-Inspection: required prior to any overlay application installation.
(This is applicable to Non-Residential Only and flat roof areas of High-Rise Multi-Family)
2. Final Inspection: required after the project is complete.

Tear-off Applications

1. Pre-Inspection: Required after the existing roofing is completely torn off.
2. Roof Sheathing Inspection: Required after the new decking, nails, and staples are installed according to nationally recognized standards, and roof assembly installation instructions. Inspection is required prior to concealing the roof with felt, paper, insulation, roofing or any other material concealment.
3. Final Inspection: Required after the project is complete.

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.

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.