



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

COMMERCIAL SIGN 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
- Add to an existing commercial building
- Sign

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

DOCUMENTS

- [Planning Division Owner Affidavit](#)

PLANS

- Complete, stamped and signed (electronic signatures accepted) building plans including coversheet, site plan, elevations, sign details, footing and/or connection details

TECHNICAL DOCUMENTS

- Structural calculations, if applicable
- Title 24 energy calculations, if applicable
- [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.