

## TENANT IMPROVEMENT REMODEL 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](#). Also see [Tenant Improvement Information Needed on Plans](#) 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
- Remodel an existing commercial building or suite

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](#)
- [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, architectural, structural, plumbing, mechanical, electrical, energy compliance, green worksheet and trash enclosure details

### TECHNICAL DOCUMENTS

- Structural calculations, if applicable
- Truss calculations, if applicable
- Truss acceptance letter from the engineer of record, if applicable
- Title 24 energy calculations, if applicable
- [Accessibility Upgrade Worksheet](#)
- [Special Inspection and Testing Agreement](#), if applicable

If the tenant improvement involves any food/beverages consumed on premises, any food/beverages preparation, any food/beverage handling, prepackaged food and beverage or any other food service, tattoos parlors or similar facilities, swimming pools and/or spas, wading pools, and spray grounds, 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](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.