

## MULTI-FAMILY BUILDING ADDITION Electronic Submittal Checklist

Improvement plans must be submitted to the Development Services Department Engineering Division prior to submitting a building pre-application.

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.

- Multi-family (3 or more units)
- Add to an existing multi-family building or apartment

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](#)
- Addressing plan, see [City of Roseville Addressing Guidelines](#)
- [Certification of Development Fees](#)

### PLANS

- Complete, stamped and signed (electronic signatures accepted) building plans including coversheet, architectural, structural, plumbing, mechanical, electrical, energy compliance, green worksheet, trash enclosure details and California Environmental Quality Act (CEQA) mitigation measures

### TECHNICAL DOCUMENTS

- Engineer's geotechnical report
- Notice to Applicant (NTA) with conditions of approval
- Manufacturers' specifications
- Manufacturers' installation instructions
- Civil improvement plans, including landscape plans
- Structural calculations
- Truss calculations, if applicable
- Truss acceptance letter from engineer of record, if applicable
- Title 24 energy calculations
- [Special Inspection and Testing Agreement](#), if applicable

Note: Submit a [Transportation Systems Management \(TSM\) Plan Submittal Form](#) directly to the Alternative Transportation Division.

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.