

MULTI-FAMILY BUILDING 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](#).

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)
- Remodel 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](#)

PLANS

- Complete, stamped and signed (electronic signatures accepted) building plans including coversheet, architectural, structural, plumbing, mechanical, electrical, energy compliance and green worksheet

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
- [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.

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.