



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

MULTI-FAMILY REMODEL Single Unit Water Heater or HVAC Change-Out 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. Each unit within a Multi-Family complex requires a separate change/out permit.

- 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.

PLANS

- Multi-Family Complex site plan showing location of unit

TECHNICAL DOCUMENTS

- Title 24 energy calculations, if applicable. Residential CF1R forms are acceptable for single living unit change-outs in a Multi-Family complex.

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.