

## NEW COMMERCIAL BUILDING 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](#). Also see [New Commercial Plan Review Process](#) 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
- Build a new commercial building

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](#)
- Suite addressing plan- see [City of Roseville Addressing Guidelines](#)
- [Certification of Development Fees](#)
- [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, site, site accessibility, architectural, structural, plumbing, mechanical, electrical, energy compliance, green worksheet, trash enclosure details, California Environmental Quality Act (CEQA) mitigation measures, and landscape drawings, including [Water Efficient Landscape Ordinance \(WELO\) Submittal Checklist](#).

### TECHNICAL DOCUMENTS

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

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

If the project 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.