



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

PATIO COVERS AND ENCLOSURES Electronic Submittal Checklist

Please initiate a pre-application in the [Online Permitting Services \(OPS\) Portal](#) and select the following scope of work descriptions from the drop downs.

- Residential
- Add to an existing home
- Patio cover or patio enclosure

Enter your project information and attach the following items. Be sure to select the document type as identified below. All attachments must comply with [Roseville Electronic Plan Review Document Submittal Requirements](#). Please also see [Listed Patio Covers and Enclosures Permit Requirements](#) or [Patio Cover Permit Requirements](#) for additional information.

PLANS

- Complete, stamped signed (electronic signatures accepted) building plans including plot plan, roof plan, details and specifications

TECHNICAL DOCUMENTS

- Structural calculations
- Truss calculations, if applicable
- Acceptance letter from engineer of record, if applicable
- [2025 Mandatory Measures New Lighting](#), 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 flash drive or similar data storage device.