



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

## RESIDENTIAL ELECTRIC VEHICLE SERVICE EQUIPMENT 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
- Electrical circuit for spa or electric vehicle charger

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](#).

### DOCUMENTS

- Manufacturers' installation instructions

### TECHNICAL DOCUMENTS

- [Checklist for the Permitting and Installation of Electric Vehicle Service Equipment \(EVSE\)](#)

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.