



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

RESIDENTIAL MECHANICAL 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
- Do home repair or maintenance
- Heating, ventilation and air conditioning replacement

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](#). If applicable, please also see [New Residential Mechanical Units](#) for additional information.

DOCUMENTS

- [Residential HVAC Alteration Form](#) - Search "CF1R-ALT-04-E"

PLANS

- If new mechanical unit in attic or on top of existing roof provide complete, stamped and signed (electronic signatures accepted) building plans

Once your pre-application has been processed, you will receive a request for payment. Please note, for projects requiring plan review, 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.