



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

## NEW MASTER PLAN 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
- Submit a master plan

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 [Master Plan Submittal Requirements](#) for additional information.

### PLANS

- Complete, stamped and signed (electronic signatures accepted) building plans including coversheet, architectural, structural, plumbing, mechanical, electrical, energy compliance, green building code, fire sprinklers, photovoltaic, and California Environmental Quality Act (CEQA) mitigation measures if applicable

### TECHNICAL DOCUMENTS

- Notice to Applicant (NTA) with conditions of approval
- Proprietary specifications
- Manufacturers' installation instructions
- Engineer's geotechnical report
- Structural calculations
- Truss calculations
- Truss acceptance letter from engineer of record, if applicable
- [Electric Load Worksheet](#)
- Title 24 energy calculations
- Hydraulic calculations with current fire flow letter
- Engineer's review letter
- [Special Inspection and Testing Agreement](#), if applicable

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.