

ACCESSORY DWELLING UNIT 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
- Build a new home or an accessory dwelling unit

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 [Accessory Dwelling Unit Submittal Requirements](#) for additional information.

DOCUMENTS

- [Air Quality Certificate of Compliance for Residential Construction](#), if applicable
- [Certification of Development Fees](#)

PLANS

- Complete, stamped and signed (electronic signatures accepted) building plans, which typically include coversheet, architectural, structural, plumbing, mechanical, electrical, energy compliance, [green code worksheet](#), fire sprinklers (if applicable) and photovoltaic (if applicable).

TECHNICAL DOCUMENTS

- [Plumbing fixture count](#) (for existing and proposed units)
- Structural calculations, if applicable
- Truss calculations, if applicable
- Truss acceptance letter from the engineer of record, if applicable
- [Electric Load Worksheet](#)
- Title 24 energy calculations, if applicable
- Hydraulic calculations with current fire flow letter, if fire sprinklers are proposed
- [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 USB drive or similar data storage device.