



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

## RESIDENTIAL REROOF 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
- Re-roofing

Enter your project information and provide a full description of the work to include:

- Number of squares
- Existing roof material
- Proposed roof material
- Type of preparation (tear-off or overlay)

Then 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

- [Residential Reroof CF1R-ALT-01-E](#)

### PLANS

- If roof framing being modified, complete building plans stamped and signed (electronic signatures accepted) including coversheet, architectural, structural, details, plumbing, mechanical and electrical if applicable

### TECHNICAL DOCUMENTS

- Structural calculations, if new tile or steel
- Truss calculations, if applicable
- Acceptance letter from engineer of record, 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](mailto:wmp@roseville.ca.us).

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.