



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

## SINGLE FAMILY DWELLING 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 a second 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 [Single Family Dwelling Submittal Requirements](#) for additional information.

### DOCUMENTS

- Roseville Electric Department Meter Location Approval
- [Air Quality Certificate of Compliance for Residential Construction](#), if applicable
- [Certification of Development Fees](#)
- [WELO \(Water Efficient Landscape Ordinance\) compliance forms](#)

### PLANS

- Complete, stamped and signed (electronic signatures accepted) building plans including coversheet, architectural, structural, plumbing, mechanical, electrical, energy compliance, [green code worksheet](#), fire sprinklers and photovoltaic if applicable, and landscape drawings, including [Water Efficient Landscape Ordinance \(WELO\) Submittal Checklist](#).

### TECHNICAL DOCUMENTS

- 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
- [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](mailto: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.