

## SINGLE FAMILY RESIDENTIAL PRODUCTION HOME Electronic Submittal Checklist

### SUBMITTAL STANDARDS:

- Master Plans must be approved prior to submittal
- Final Maps must be recorded prior to issuance
- Civil Improvements must be substantially complete and lots must be released by Engineering Inspection Division for construction prior to issuance.
- Model Homes may be submitted prior to civil acceptance and may be issued prior to map recordation, but minimum safety standards will apply prior to issuance as determined by the City.

### PROCESS:

Permit applications may be submitted individually or in batches of 10 or less. Multiple batches may be submitted. Instructions for both are provided below.

Please prioritize batches prior to creating a pre-application. Batches are plan checked and issued building permits in the order received. Once construction documents are submitted, any changes are considered revisions and will be processed as such (time billed hourly). Estimated turn-around time for plan review is five working days.

The Permit Center will not accept incomplete submittals for plan check.

### TO SUBMIT FOR INDIVIDUAL HOMES:

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](#).

#### DOCUMENTS

- [WELO Form](#) for homes with less than 2,500 SF of installed landscape area
- [Residential Development Impact Fee Deferral Application](#), if applicable
- [Certification of Development Fees](#)
- [Electronic Signature Disclosure](#)
- [Contractor Declarations](#) prior to permit issuance
- OR-
- [Owner Builder Forms](#) prior to permit issuance

#### PLANS

- Plot Plan
- PV solar array roof plan

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.

**TO SUBMIT FOR A BATCH OF 10 OR LESS:**

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 Batch of Production Homes

Select up to 10 rows and enter the addresses, lot numbers and square footage information. Enter the subdivision information and attach the following documents. Be sure to select the document type as identified below. All attachments must comply with [Roseville Electronic Plan Review Document Submittal Requirements](#).

**DOCUMENTS**

- [Certification of Development Fees](#)

Once your pre-application is processed, you will receive a request for payment and to attach the following items for each home. Please note, your submittal will not be distributed to applicable City departments and the plan review period will not begin until payment and all outstanding items have been received.

**DOCUMENTS**

- [WELO Form](#) for homes with less than 2,500 SF of installed landscape area
- [Residential Development Impact Fee Deferral Application](#), if applicable
- [Electronic Signature Disclosure](#)
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**PLANS**

- Plot Plan
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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.