



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

TEMPORARY SALES TRAILER 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.

- Commercial
- Install sales trailer

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 [Temporary Sales Trailer Requirements](#) for additional information.

DOCUMENTS

- [Air Quality Supplemental Questionnaire for Commercial Construction](#)
- [Unified Program Consolidated \(CUPA\) Form](#)

PLANS

- Complete, stamped and signed (electronic signatures accepted) building plans including coversheet, site, floor, foundation and accessibility

TECHNICAL DOCUMENTS

- Notice to Applicant (NTA) with conditions of approval
- Manufacturers' installation instructions
- Structural calculations, if applicable
- [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.