

## NEW COMMERCIAL PLAN REVIEW PROCESS

- The project must be approved by the Planning Commission/Project Review committee prior to submittal for building plan check.
- The Building Division can calculate the building valuation to determine the plan check fee amount upon request.
- Plans will be accepted for plan review only when plans are complete.
- After the Plan Check Fee has been paid, the plans and calculations will be distributed.
- Consolidated plan check comments will be sent directly to the project coordinator from the Building Division. The project coordinator must then respond to all comments prior to resubmitting.
- The applicant will be contacted by the Building Division to pay development fees to the school districts. School Fees are paid at the school district offices.
- After the Building Division has received each City department's approval and all fees have been paid, a building permit can then be issued.
- When required, grading permits or improvement plans must be issued prior to the building permit. Contact the Engineering Division for specific requirements.

### NOTE

- ❖ If the project is a food establishment or a business where food will be packaged, handled or has a public pool, the Placer County Health Department must be contacted at 530-745-2300. The City of Roseville requires that Placer County Health Department approval be obtained prior to issuance of a building permit. It is the applicant's responsibility to coordinate this approval.