

RESIDENTIAL ADDITION Electronic Submittal Checklist

Additions over 700 SF must first apply for an Administrative Permit from the Planning Department.

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
- Add to existing home
- Room addition

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](#). If applicable, please also see [Residential Care Facilities Requirements](#) for additional information.

DOCUMENTS

- [Asbestos NESHAPS Declaration of Notification Compliance](#)
- [Asbestos NESHAPS Declaration of Demolition and Renovation Form](#), applicable only if any 'yes' answers on the Asbestos NESHAPS Declaration of Notification of Compliance
- [Air Quality Certificate of Compliance for Residential Construction](#), if applicable
- [Residential Care Facilities Worksheet](#), if applicable
- [Certification of Development Fees](#)

PLANS

- Complete, stamped and signed (electronic signatures accepted) building plans including, coversheet, architectural, structural, plumbing, mechanical, electrical, energy compliance, green worksheet, fire sprinklers if applicable

TECHNICAL DOCUMENTS

- Structural calculations, if applicable
- Truss calculations, if applicable
- Truss acceptance letter from the engineer of record, if applicable
- [Electric Load Worksheet](#), if applicable
- Title 24 energy calculations, if applicable
- Hydraulic calculations, if applicable
- [Special Inspection and Testing Agreement](#), if applicable
- Construction & Demolition Waste Management 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.

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.