



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

RESIDENTIAL REMODEL 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
- Remodel an existing home

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 [Residential Remodel Submittal Requirements](#) and [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

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
- 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.

Residential Care Facilities Requirements

SUBMITTAL REQUIREMENTS:

Note: These requirements are in addition to typical room addition or remodel requirements

- Fill out Residential Care Facilities Worksheet**
 - If housing **any** non-ambulatory or bedridden clients **and** there is not a direct exit to the outside from each of their bedrooms, then the exiting plan must be designed by a licensed architect or engineer, as required by the City of Roseville Building Official.

- Plot plan showing location of home on the lot with any new addition area (if applicable).**

- Floor Plan of existing and any remodeled or new areas including:**
 - Use of rooms (i.e. bedrooms, common areas, kitchen, bathrooms, etc.)
 - Bedrooms labeled with number of clients and type of clients (i.e. ambulatory, non- ambulatory, or bedridden).
 - Size of doors and windows
 - Locate main exits

- Additions and/or remodels for existing RCF's need a copy of their 850 form**

Residential Care Facilities (R3.1) Information

Based on the 2013 California Residential Code (CRC)

This occupancy group shall include facilities licensed by a governmental agency for a residentially based 24-hour care facility, providing accommodations for six or fewer clients of any age. Clients may be classified as ambulatory, non-ambulatory, or bedridden.

This occupancy group may include:

Adult Residential Facilities
Congregate Living Health Facilities
Foster Family Homes
Group Homes
Intermediate Care Facilities for the Developmentally Disabled Habilitative
Intermediate Care Facilities for the Developmentally Disabled Nursing
Nurseries for the full-time care of children under the age of 6, but not including "infants" as defined in **CBC Section 310**
Residential care facilities for the elderly
Small Family Homes and Residential Care Facilities for the Chronically III

BUILDING HEIGHT AND AREA PROVISIONS (CRC R325.3.1)

Occupancies where non-ambulatory clients are housed above the first story, having more than two stories in height or having more than 3,000 square feet of floor area above the first story shall not be of less than 1-hour fire –resistive-rated construction throughout.

Occupancies housing a bedridden client shall not have the client sleeping room located above or below the first story.

INTERIOR FINISH PROVISIONS (CRC R325.4.1)

Occupancies housing a bedridden client shall comply with the interior wall and ceiling finish requirements specified for Group I-2 occupancies in **CBC Table 803.9**

AUTOMATIC SPRINKLER SYSTEMS (CRC 325.5.1)

An automatic sprinkler system shall be installed where required in section **R313**:

R313: An automatic sprinkler system installed in accordance with NFPA 13D except:

- Existing R-3 converted to R-3.1 **not** housing bedridden clients, **not** housing nonambulatory clients above the first floor and **not** housing clients above the second floor.
- Existing R-3 converted to R-3.1 housing only 1 bedridden client and complying with section **R325.6.3.3**.
- Existing R-3.1 occupancies housing ambulatory clients only between the ages of 18 and 65.

SMOKE ALARMS (CRC R325.5.2)

Smoke alarms shall be installed where required in section **R314**.

- Ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
- In each room used for sleeping purposes.
- In each story within a dwelling unit, including the basement and habitable attics.

In addition the following shall apply:

- Smoke alarms shall be provided throughout the habitable areas of the dwelling unit except kitchens.
- When housing a bedridden client:
 - ✓ Smoke alarms shall receive their primary power from the building wiring when such wiring is served from a commercial source and shall be equipped with a battery backup.
 - ✓ And smoke alarms shall be electrically interconnected so as to cause all smoke alarms to sound a distinctive alarm signal upon actuation of any single smoke alarm. Such alarm signal shall be audible throughout the facility at a minimal level of 15 db above ambient noise level and shall be the standard fire alarm evacuation signal, “*three pulse temporal pattern*”. These devices need not be interconnected to any other fire alarm device, have a control panel, or be electrically supervised or provided with emergency power.

Existing Group R-3 Occupancies:

R314.3.1 Alteration, repairs and additions: When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be equipped with smoke alarms located as required for new dwellings.

Interconnection (CRC R314.5)

Where more than one smoke alarm is required to be installed within an individual dwelling unit or sleeping unit, the smoke alarms shall be interconnected in such a manner that the activation of one alarm shall activate all of the alarms in the dwelling unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

Exception: interconnection is not required in buildings that are not undergoing alterations, repairs or construction of any kind or in existing areas where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes.

Power Source (CRC R314.4)

In *new construction* and in *newly classified* Group R-3.1 occupancies, required smoke alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and shall be equipped with a battery backup.

Exception: smoke alarms are permitted to be solely battery operated in existing buildings where no construction is taking place or in existing areas where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes.

CARBON MONOXIDE ALARMS (R315)

In *new construction*, an approved, listed carbon monoxide alarm shall be installed in dwelling units and in sleeping units within which fuel-burning appliances are installed and in dwelling units that have attached garages.

R315.3 Alarm requirements:

Single- or multiple-station carbon monoxide alarms shall be installed at the following locations:

- Outside of each separate dwelling unit sleeping area in the immediate vicinity of bedrooms.
- On every level of a dwelling unit, including the basement.

R315.2 Where required in existing dwellings:

Where a permit is required for alterations, repairs, or additions exceeding \$1,000.00, existing dwellings or sleeping units that have attached garages or fuel-burning appliances shall be provided with a carbon monoxide alarm in accordance with **R315.1**. Carbon monoxide alarms shall only be required in the specific dwelling unit or sleeping unit for which the permit was obtained.

Interconnection (CRC R315.1.2)

Where more than one carbon monoxide alarm is required to be installed within the dwelling unit or sleeping unit, the alarm shall be interconnected in such a manner that the activation of one alarm shall activate all of the alarms in the dwelling unit.

Exception: interconnection is not required in existing dwelling units where repairs do not result in the removal of wall or ceiling finishes, there is no access by means of attic, basement or crawl space, and no previous method for interconnection existed.

Power Source (CRC R315.1.1)

In *new construction*, required carbon monoxide alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and shall be equipped with a battery backup. Alarm wiring shall be directly connected to the permanent building wiring without a disconnecting switch other than as required for over current protection.

Exception: carbon monoxide alarms are permitted to be solely battery operated in dwelling units where repairs do not result in the removal of wall or ceiling finishes or there is no access by means of attic, basement or crawl space, and no previous method for interconnection existed.

HEARING IMPAIRED (CRC R325.5.2.2) See CBC 907.5.2.3.5

Protective social care facilities which house persons who are hearing impaired, shall be provided with notification appliances for the hearing impaired installed in accordance with **NFPA 72** and which shall activate upon initiation of the smoke alarms.

VISIBLE ALARMS (CRC R325.5.2.3)

Visible alarm notification appliances shall be provided in accordance with **CBC 907.5.2.3.1 through 907.5.2.3.5:**

- Public use areas and common use areas
- Employee work areas
- Protective social care facilities which house persons who are hearing impaired, shall be provided with notification appliances for the hearing impaired installed in accordance with NFPA 72 and which shall activate upon initiation of the smoke alarms.

Exception: Not required in alterations except where an existing fire alarm system is upgraded or replaced, or a new fire alarm system is installed.

MEANS OF EGRESS (CRC R325.6)

General (R325.6.1)

Doors other than required egress doors shall be provided with landings/floors not more than 7 ¾" below the top of the threshold provide the door does not swing over the landing/floor. **R311.3.1 and R311.3.2**

Landings/floors at the **required** egress doors shall not be more than 1 ½ inches lower than the top of the threshold (See Non-Ambulatory requirements) **R311.3**

In addition to the general means of egress requirements of **CBC Chapter 10**, the following specific sections shall apply to R-3.1 occupancies.

Number of Exits (R325.6.2 & R325.6.3)

R-3.1 occupancies shall have a minimum of two exits.

Egress through adjoining dwelling units shall not be permitted.

Locks and Latches (R325.6.9)

Doors are permitted to be equipped with a night latch, dead bolt or security chain, provided such devices are openable from the inside without the use of a key or tool. (**CBC 1008.1.9.3 #4**)

Manually operated flush bolts or surface bolts are permitted on doors not required for egress in individual dwellings units or sleeping units. (**CBC 1008.1.9.4**)

Non-ambulatory Clients (R325.6.3.2)

Occupancies housing non-ambulatory clients shall have access to at least one of the required exits, which conforms to one of the following:

1. Egress through a hallway or area into a bedroom in the immediate area which has an exit directly to the exterior and the corridor / hallway is constructed consistent with the dwelling unit interior walls. The hallway shall be separated from the common areas by a solid wood door not less than 1 3/8 inch in thickness, maintained self-closing or shall be automatic closing by actuation of a smoke detector per **CBC 716.5.9.3**
2. Egress through a hallway, which has an exit directly to the exterior. The hallway shall be separated from the rest of the house by a wall constructed consistent with the dwelling unit interior walls and opening protected by a solid wood door not less than 1 3/8 inch in thickness, maintained self-closing or shall be automatic closing by actuation of a smoke detector per **CBC 716.5.9.3**
3. Direct exit from the bedroom to the exterior shall be of a size as to permit the installation of a door not less than 3 feet in width and not less than 6'-8" in height. When installed, doors shall be capable of opening at least 90 degrees and shall be so mounted that the clear width of the exit way is not less than 32 inches.
4. Egress through an adjoining bedroom which exits to the exterior.

Housing only one Bedridden Client – (R325.6.3.3)

In occupancies housing a bedridden client and not provided with an approved automatic fire sprinkler system, all of the following shall apply:

1. A direct exit to the exterior of the residence shall be provided from the client sleeping room.
2. Doors to a bedridden client's sleeping room shall be a self-closing, positive latching 1 3/8 inch solid wood door. Such doors shall be provided with a gasket so installed as to provide a seal where the door meets the jam on both sides and across the top. Doors shall be maintained self-closing or be automatic closing by actuation of smoke detector.
3. Bedridden clients shall not have a night latch, dead bolt, security chain or any other similar locking device installed on any interior door leading from a bedridden client's sleeping room to any interior area such as a corridor, hallway and/or general use areas of the residence in accordance with **CBC Chapter 10**.

4. The exterior exit door to a bedridden client's sleeping room shall be operable from both the interior and exterior of the residence.
5. Every required exit doorway from a bedridden client's sleeping room shall be of size as to permit the installation of a door not less than 3 feet in width and not less than 6'-8" in height. When installed in exit doorways, exit doors shall be capable of opening at least 90 degrees and shall be so mounted that the clear width of the exit way is not less than 32". (A sliding glass door can be used as an exterior exit doorway as long as it is operable from the inside and outside and the clear width of the exit way is not less than 32")

Intervening rooms (R325.6.3.4)

A means of exit shall not pass through more than one intervening room. A means of egress shall not pass through kitchens, storerooms, closets, garages or spaces used for similar purposes. (Except kitchens which do not form separate rooms by construction)

Changes in level (R325.6.4)

In occupancies housing non-ambulatory clients, interior changes in level up to 0.25 inch may be vertical and without edge treatment. Changes in level between 0.25 inch and 0.5 inch shall be beveled with a slope no greater than 1 unit vertical in 2 units horizontal (50% slope). Changes in level greater than 0.5 inch shall be accomplished by means of a ramp.

Ramp specifications (R311.8)

- Slope – Ramps shall have a maximum slope of one unit vertical in 12 units horizontal (8.33% slope).
- Landings – Ramps shall have a minimum 3' x 3' landing at the bottom and top of each ramp, points of turning, entrance, exits and at doors.
- Handrails shall be provided on at least one side of ramps that exceed a slope of one unit vertical to 12 units horizontal (8.33%). Handrails shall comply with **CRC section R311.8.3**.

Stairways (R325.6.5)

Group R-3.1 occupancies may continue to use existing stairways (except for winding and spiral stairways which are not permitted as a required means of egress) provided the stairs have a maximum rise of 8" with a minimum run of 9". The minimum stairway width may be 30".

Floor Separation (R325.6.6)

Group R-3.1 occupancies shall be provided with a non-fire resistance constructed floor separation at stairs which will prevent smoke migration between floors. Such floor separation shall have equivalent construction of ½" gypsum wallboard on one side of wall framing. (Except occupancies with at least one exterior exit from floors occupied by clients and those provided with automatic fire sprinklers systems complying with **CBC Chapter 9**)

R325.6.6.1 Doors within floor separations:

Doors within such floor separations shall be tight fitting solid wood at least 1 3/8" in thickness. Door glazing shall not exceed 1296 square inches with no dimension greater than 54". Such doors shall be positive latching, smoke gasketed and shall be automatic-closing by smoke detection.

Fences and gates (R325.6.7)

Grounds of an RCF serving Alzheimer clients may be fenced and gates therein equipped with locks, provided safe dispersal areas are located not less than 50 feet from the buildings. Dispersal areas shall be sized to provide an area of not less than 3 square feet per occupant. Gates shall not be installed across corridors or passageways leading to such dispersal areas unless they comply with egress requirements.

Basement Exits (R325.6.8)

One exit is required to grade level when the basement is accessible to the clients.

Emergency Escape and Rescue Openings (R310)

All **required** Emergency Escape and Rescue Openings shall comply with Section **R310**