

Public Works Building Inspection 311 Vernon Street

Roseville, California 95678-2649 916.774.5332 fax 916.774.5394

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 will calculate the building valuation to determine the plan check fee amount at the request of the project architect.
- Plans will be accepted for plan review only when plans are complete and packaged according to the "Commercial Plan Check Submittal Requirements For New Construction" handout.
- After the Plan Check Fee has been paid, distribution of the plans and calculations will then proceed.
- School Fees are paid directly to the school district offices. The project coordinator will be contacted by the Building Division to pick-up the School Letters to then take to the district offices for payment. The project coordinator must then return a signed copy to the Building Division.
- Plan check comments will be sent directly to the project coordinator from each department. The project coordinator must then respond to each department's comments individually.
- After the Building Division has received each city department's approval and all fees have been paid, a Building Permit can then be issued.
- A Grading Permit may be issued prior to the Building Permit, contact the Engineering Department for the specific requirements.

NOTE

If the project is a food establishment or a business where food will be packaged or handled, 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.

New Commercial Plan Review Process Revised: 03/07/12