



Public Works
Building Inspection
 311 Vernon Street
 Roseville, California 95678-2649

COMMERCIAL PLAN CHECK SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION

Please package information separately for each department. Plan check submittal will not be accepted at the Permit Center unless all information is complete, including the plan check fee and this signed checklist.

BUILDING DIVISION

- 1 completed building permit application and payment for plan check fee.
- 3 sets of civil grading plans, (2) wet stamped.
- 3 sets of building plans (2) wet stamped.
- 2 sets of structural calculations (truss calculations if applicable).
- 1 set landscape plans.
- 2 sets of Title 24 energy calculations.
- 1 copy of engineers soils report.
- 1 copy of the project "conditions of approval".

ENGINEERING DIVISION

- Development Application Form with owner's signature.
- 2 sets of engineered improvement plans, including grading plans.
- 2 sets of retaining wall and/or sound wall structural calcs (where applicable).
- 2 copies of an engineers cost estimate of improvements and a check for 2.5% of the cost estimate (\$1000. minimum).
- 2 sets of storm drain calculations and drainage shed maps.
- 1 copy of engineers soils report.
- 2 sets of landscape plans.
- 1 copy of the project "conditions of approval".

PLANNING DEPARTMENT

- 1 set of building plans.
- 1 set of landscape plans.
- 1 set of engineered improvement plans.
- 1 copy of the project "conditions of approval".

ELECTRIC DEPARTMENT

- 2 copies of electrical site plan.
- 2 sets of engineered improvement plans, including grading plans.
- 2 sets of electrical floor plans and load calculations.
- 1 set of landscape plans.
- 1 copy of the project "conditions of approval".

ENVIRONMENTAL UTILITIES (Water/Sewer, Refuse)

- 2 set of building floor plans.
- 2 copy of building plumbing plans.
- 2 sets of landscape plans
- 2 sets of engineered improvement plans.
- 2 copy of site plan, including trash enclosure details.
- Engineer's cost estimate of civil improvements
- 1 copy of the project "conditions of approval".

FIRE DEPARTMENT

- 2 set of engineered improvement plans and hydraulic calculations.
- 1 copy of the project "conditions of approval".

PLACER COUNTY ASSESSOR'S OFFICE

- 1 reduced copy of site plan and floor plan (11" x 17").

CERTIFICATION

Applicant hereby certifies that all information listed above has been included in this submittal package and understands that if not complete, plan review time will be delayed.

Applicant's Name

Signature

Date