Online Application Submittal Process

City of Roseville Citizen Access Portal

Step 1: Visit the City's online Citizen Access Portal and register for an account.

Step 2: Choose to create an application for either Building/Fire, Engineering, or Planning and accept legal terms.

Step 3: Define your scope of work, property information, contacts, and project description.

Step 4: Upload electronic documents (Owner affidavit, plans, and calculations)

Step 5: Review application, accept legal terms, and record your Pre-Application number for future reference.

Step 6: City staff verifies pre-application meets submittal guidelines (if not you will be notified).

Step 7: City staff will complete the plan review, verify fees owed, and notify you of the amount due.

Step 8: Log in to City's online Citizen Access Portal and pay the total amount of fees due.

Step 9: City staff will approve and stamp/release plans for downloading/printing.

Step 10: Download approved plans and permits.

CITY OF ROSEVILLE CALIFORNIA