Step-by-step instruction – Where can I find my approved plans and inspection card?

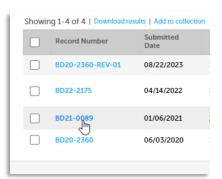
- 1) Click this link to go to our OPS Portal.
- 2) Log in using your User Name or E-mail and your password.

User Name or E-mail:	No need to login to schedule an inspec Just type your permit number in the search above.		Login »
Remember me on this computer	I've forgotten my password New Users: Regi	ster for an Account	

3) Click on My Records.



4) Select the record you need.



5) Click the box that says "CLICK FOR ADDITIONAL INFORMATION" and then select Attachments.

Record Status: Issued					
CLICK FOR ADDITIONAL INFORMATION	Payments 🔻				
Record Details					
Processing Status	Idded to this record on 11/18/2 Iditional Items Required Prior to Ins: 1 (Notice: 1, Met: 3)				
Related Records					
Attachments	(FOR ADDITIONAL INF OGIN REQUIRED)				
Inspections					

6) It may take a second to load, but you will scroll until you see "Approved Documents" under the Folder.

RELIABLE F1 RES_2nd Submittal.pdf	Actions	Documents	469.16 KB	03/25/2021	2nd Submittal
LPFLAMEBLOCK - 1HR_2nd Submittal.pdf	Actions v	Documents	276.78 KB	03/25/2021	2nd Submittal
LPFLAMEBLOCK - 1HR_2nd Submittal.pdf	Actions	Documents	276.78 KB	03/25/2021	2nd Submittal
LPFLAMEBLOCK - 1HR_2nd Submittal.pdf	Actions v	Documents	276.78 KB	03/25/2021	2nd Submittal
Belvedere - PC3 Email btw City of Roseville Ohsung Kwon and HMA.pdf	Actions v	Correspondence	219.16 KB	08/03/2021	1st Submittal
Air Quality Certificate of Compliance for Residential Construction.pdf	Actions v	Documents	135.36 KB	11/12/2021	1st Submittal
Contractor Declarations JBT.pdf	Actions	Documents	230.04 KB	11/12/2021	1st Submittal
Signed City of Roseville Special Inspection Testing and Agreement (003)_1st Submittal.pdf	Actions	Technical Documents	968.62 KB	11/12/2021	1st Submittal
Elm-Certification of Development Fees BD21- 0089.pdf	Actions v	Documents	1.52 MB	06/28/2022	1st Submittal
HS-Certification of Development Fees BD21- 0089.pdf	Actions v	Documents	1.57 MB	06/28/2022	1st Submittat
BD21-0089_Inspection_Card.pdf	Actions	Documents	144.63 KB	06/28/2022	Approved Document
BD21-0089_Approved_BUILDING 2_3rd SubmittaLpdf	Actions 🗸	Plans	48.42 MB	07/16/2021	Approved Document
BD21-0089_Approved_BUILDING 1_3rd SubmittaLpdf	Actions v	Plans	69.31 MB	07/16/2021	Approved Document
BD21-0089_Approved_Bldg 2 ENERGY Plans_3rd SubmittaLpdf	Actions v	Plans	2.72 MB	07/16/2021	Approved Document
BD21-0089_Approved_Bldg 5&6 ENERGY Plans_3rd Submittal.pdf	Actions	Plans	3.87 MB	07/16/2021	Approved Document
BD21-0089_Approved_Bldg 4 ENERGY Plans_3rd Submittal.pdf	Actions	Plans	2.71 MB	07/16/2021	Approved Document
BD21-0089_Approved_Bldg 3 ENERGY Plans_3rd Submittal.pdf	Actions v	Plans	2.71 MB	07/16/2021	Approved Document
BD21-0089_Approved_Bldg 1 ENERGY Plans_3rd Submittal.pdf	Actions v	Plans	4.97 MB	07/16/2021	Approved Document
BD21-0089_Approved_All bldg Unit Types MECHANICAL Plans_3rd Submittal.pdf	Actions v	Plans	5.48 MB	07/16/2021	Approved Document
BD21-0089_Approved_All bldg-unit types PLUMBING Plans_3rd Submittal.pdf	Actions v	Plans	10.96 MB	07/16/2021	Approved Document

7) Anything marked as an Approved Document will need to be printed and available at inspections.