

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 can calculate the building valuation to determine the plan check fee amount upon request.
- 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, the plans and calculations will be distributed.
- 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.
- The applicant will be contacted by the Building Division to pick-up the School Letters to then take to the district offices for payment. School Fees are paid directly to the school district offices. The applicant must then return a signed copy to the Building Division.
- After the Building Division has received each city department’s approval and all fees have been paid, a Building Permit can then be issued.
- When required, grading permits or improvement plans must be issued prior to the Building Permit. Contact the Engineering Division for the specific requirements.

NOTE

- ❖ If the project is a food establishment or a business where food will be packaged, handled or has a public pool, 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.