



**Development Services Department
Building Division**
311 Vernon Street
Roseville, California 95678-2649

RE: Agreement for Simple Tenant Improvement Plan Review

Dear Applicant,

Thank you for your interest in the Building Division's Simple Tenant Improvement Plan Review process.

The Building Division offers Simple Tenant Improvement Plan Review to applicants with simple projects-minor changes to a retail, office or similar space. Changes that involve structural, fire-life safety systems or energy requirements are not considered minor changes. Qualified projects may have their plans reviewed within one business day. Availability of this service is subject to workload.

The process for Simple Tenant Improvement Plan Review is as follows:

- The applicant will apply for a building permit and provide this completed agreement (Application may be made by submitting online through the [OPS Portal](#) or by submitting required items on a flash drive or similar data storage device at the Permit Center)
- Administration fees will be collected and Building Division staff will determine if simple tenant improvement plan review is available based on current workload
- The applicant will be notified of the Building Division's determination via email
- Permit fees will be collected prior to issuance of the building permit

By completing and signing this form you hereby agree to the process for Simple Tenant Improvement Plan Review as identified above.

Project Address/Suite Number: _____

Applicant Name: _____

Applicant Phone Number: _____

Applicant Email: _____

Applicant Signature: _____

Date: _____

For more information regarding the Simple Tenant Improvement Plan Review process, please contact the Building Division at buildingplanreview@roseville.ca.us or (916) 774-5332.