



Butte County Department of Development Services

## PERMIT CENTER

7 County Center Drive, Oroville, CA 95965

Main Phone (530) 552.3700 Fax (530) 538-7785

[www.buttecounty.net/dds](http://www.buttecounty.net/dds)

# Homeowner Checklist

## Step 1: Debris Removal

- A. Phase I: Household hazardous waste removal
- B. Phase II: Debris removal and property clean-up

For more information on Debris Removal please visit:

<https://buttecountyrecovers.org/agencies/debris-removal>

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## Step 2: Tree Removal on Private Property

Fire damaged trees on private properties that pose a danger of falling onto a public right-of-way or other public improved facility shall be removed. Those properties that have been identified as potentially containing these hazard trees must be enrolled in either the Government Tree Removal Program or the Private Tree Program prior to issuance of any development permit or prior to final of any currently issued development permit:

For more information on Hazard Tree Removal visit:

<https://buttecountyrecovers.org/private-property-tree-removal/>

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## Step 3: Pre-Design Site Specific Requirements

- A. Contact the following departments directly to get helpful information:
  - a. Environmental Health Department
    - 1. Septic system location and size. (Bedroom count determines required size of septic system)
    - 2. Septic evaluation required for all existing tanks. [Link](#)
    - 3. Well test letters required for existing wells. [Link](#)
  - b. Sewer/Water Districts
    - 1. If served by community sewer or water, contact your sewer and water districts for requirements.
  - c. Planning Division
    - 1. Zoning/ land use.
    - 2. Setbacks (Fire Department standards require 30' setbacks to property lines if 1 acre or larger)
    - 3. Easements.
    - 4. Property boundary monuments must be exposed at the time of the first inspection.
  - d. PG&E
    - 1. Contact PG&E for electric and/or natural gas connections. Some areas require underground utilities.

## ---> While you're completing step 1-3

- A. Find a designer.
- B. Find a contractor.
- C. Find a supplier of materials.
- D. Follow these helpful steps from CSLB. [http://www.cslb.ca.gov/Consumers/Hire\\_A\\_Contractor/](http://www.cslb.ca.gov/Consumers/Hire_A_Contractor/)
- E. Check our [DBP-31](#) and [DBP-51](#) forms for permit submittal requirements

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## Step 4: Submit your application for a building permit

A Permit Technician will assist you as they verify all required information is provided for the application intake. They will assist with all the building permits required during the rebuilding process.

***Please Note: An incomplete submittal will not be accepted and will require you to come back at a later time with the supplemental information. Please insure your submittal is complete before applying to ensure timely processing of your building permit.***

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## Step 5: Suggestions of what you can do to prepare to build at this time

\*This step is a suggestion and not a requirement

- A. Confirm Contractor with a written contract.
  - B. Only pay 10% down or \$1,000, whichever is less as suggestion per CSLB.
  - C. Avoid paying in cash.
  - D. Confirm your supplier of materials with written contracts.
  - E. If working with other neighbors, inform them of your possible timeline to rebuild.
  - F. Enjoy community events, other fire survivor resources, and support groups.
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## Step 6: Your building plans are being reviewed

\* Step 6 cannot be completed until step 4 is complete

- A. At this time, Butte County and other land use agency staff members will review your plans for compliance with all Local, State, and Federal codes.
  - B. Be sure to follow through on plan review comments with your design professional.
  - C. If you would like to check in on your review process call 530-552-3700 or check your status online by clicking [Here](#) or on the following link: <http://www.buttecounty.net/dds>
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## Step 7: Building Permit Issuance

- A. Your building permit application has been approved and permit issued.
  - B. Begin your rebuild.
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## Step 8: Inspections

- A. During construction, Butte County's building inspection staff will require access for various inspections. These are designed to ensure the structural integrity and safety of your home. During construction, all work must remain accessible and exposed for inspection purposes until you have received approval to cover. Not complying will delay the completion of your home.
  - B. It is the responsibility of you, the property owner or the property owner's contractor/agent, to call for all required inspections through each phase of the construction process. The building inspector will make the requested inspection and will either approve that portion of the construction as completed, or issue a notice indicating corrections for that portion of work. The work shall not be covered or concealed until all corrections have been completed and that portion of the work approved.
  - C. The inspection card and a paper copy of the County approved stamped construction plans must be kept on the job site at all times and made available for the building inspector at each inspection.
  - D. Prior to occupancy, obtain final approvals from agencies such as Fire, Public Works, Environmental Health, Building, Sewer and Water Districts as applicable.
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**CONGRATS and welcome to your new home**