

Residential Building Permit GETTING STARTED



This is what the process will look like:

- 1. Debris Removal.** Properties must be certified clean of fire debris and ash before a building permit may be issued. The County notifies the property owner with a letter at the address provided on the Right-of-Entry form once the property is certified.
View the map at <https://buttecountyrecovers.org/agencies/debris-removal/> to check the status of your property.
- 2. Tree Removal on 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, please visit <https://buttecountyrecovers.org/private-property-tree-removal/>
- 3. Pre-Design Site Specific Requirements.** You will need to contact the specific departments and or utility companies directly to get information relating to septic systems, sewer/water districts, zoning and electric and/or natural gas connections. More information and direct links to websites are located on page 13.
- 4. Suggestions of what you can do to prepare.** It's a great time to find a designer, contractor and find a supplier for materials. Some helpful steps from the Contractors State License Board can be located here http://www.cslb.ca.gov/Consumers/Hire_A_Contractor/
- 5. Submit Your Application.** A permit technician will assist you as they verify that all required information is provided for the application intake. They will assist with all permits required during the rebuilding process.
 - a.** An incomplete packet 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.
- 6. Plan Review.** All County land use agencies will will review your plans for compliance with all Local, State, and Federal codes.
- 7. Building Permit Issuance.** Building permits will be issued after all required conditions for your project are approved. Smaller projects may be approved over the counter.
- 8. Scheduling Inspections.** Call (530) 538-4365.



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

FORM NO

DBP-31

Residential New Dwelling Unit • Additions • Alterations Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for new residential dwellings, additions, alterations, and interior remodels. Current code regulations and local ordinances require building permits when buildings are constructed, altered or improved. The following guideline shall be reviewed before commencing any work.

Additional Agency Approvals

Planning

Contact the **Planning Division** at (530)552-3701 for land use and setbacks prior to submittal of plans.

If located in **City of Gridley**, contact the City Planning Department at (530) 846-3631

If located in **City of Biggs**, contact the City Planning Department at (530) 868-5447

Environmental Health

Contact the Environmental Health Department for septic or well requirements at (530) 552-3880 or stop by their office located at **202 Mira Loma Dr., Oroville CA 95965**.

Public Works

Contact the **Public Works Department** for information on encroachment permit requirements or legal lot determination at (530) 538-7681.

CAL Fire

Contact **CAL Fire** for requirements at (530) 538-6320 for new construction.

Plan Submittal for Construction

Quantity

Complete plans and documents can be submitted directly to the Building Division counter or by email to dsbuilding@buttecounty.net.

- If submitting digital plans, only one set of the following is required.
- Three (3) complete sets of plans. At least two sets must be signed by designer or stamped and signed by licensed professional.

- Two (2) structural calculations sets, stamped and signed by the licensed professional (as applicable).
- Two (2) complete Special Inspection & Testing Agreement forms completed and signed by all parties (as applicable).
- Two (2) Title 24 energy reports signed by energy designer and owner (as applicable).
- Pre Construction Debris Form.
- Complete permit application.
- Plan check fee payment.

Minimum Plan Requirements

Size

Plans must be drawn to scale, fully dimensioned and legible on minimum 11 x 17 inch paper (e.g., site plan: 1/8-in = 1-ft, floor plan: 1/4-in = 1-ft) in a concise, detailed and professional manner. Single line floor plans are **not** acceptable and will be rejected.

Plans can be prepared by anyone for residential structures of wood frame construction if the building is not more than two stories (including a basement). If the structure does not follow conventional wood frame construction standards and has irregular design features, plans will be required to be prepared by a California Licensed Professional (architect or engineer).

Cover Sheet and / or Site Plan

- Job address / name and address of owner, contractor and contact person / address, phone number, title and registration of designer or design professional / description of work / applicable codes / type of construction / fire sprinkler system (yes or no) / sheet index / etc.
- Site plan identifying lot and building location / setback dimensions from new construction to all property lines and other existing buildings / location of easements and utilities / north arrow / etc.

Architectural Plans

- Floor plan identifying new and existing room uses / door and window schedule / etc.

- Details for stairs, handrails, guards, decks / occupancy separation elements and fire rating details (when applicable).
- Attic and under floor vent calculations.
- Exterior elevations identifying construction materials / wall covering specifications and fire rating (if located on fire hazardous area) / maximum building height and fireplace height, etc.

Structural Plans

- Structural identification of floor framing / roof framing / wall framing / location of shear walls or brace walls and associated schedule.
- Foundation plan / new footing details / connection to existing foundation system / reinforcement. (as applicable)
- Manufactured truss calculations and truss layout plan. (as applicable)

Mechanical / Electrical / Plumbing Plans

- Mechanical Plans - identify all supply and return air registers / HVAC and AC equipment size, location, access.
- Electrical Plans - identify size and location of main and sub-panels / electrical outlet receptacles, switches, light fixtures and types (TR, GFCI, WP, etc.).
- Plumbing Plans - identify size and location of piping / materials / gas piping calculations.

Special Inspection & Testing Agreement

- Two (2) Special Inspection & Testing Agreement forms completed and signed prior to permit issuance (as applicable).

Note: The design professional of record (architect or engineer) may perform the required inspections in lieu of a Special Inspection Agency on a case-by-case basis.

Title 24 Energy Compliance

- Mandatory forms completed and signed.

Flood Zone Verification

- Complete two elevation certificates if property is within 250 feet of a flood zone.

Design Criteria

Butte County has adopted the following codes and amendments:

- 2016 California Residential Code (2015 IRC)
- 2016 California Building Code (2015 IBC) if using engineered parameters
- 2016 California Mechanical Code (2015 UMC)
- 2016 California Electrical Code (2014 NEC)
- 2016 California Plumbing Code (2015 UPC)
- 2016 California Fire Code (2015 IFC)
- 2016 California Energy Code (2015 Building Energy Standards)
- Title 25- Limited Density Owner Built Rural Dwelling
- Wind speed design factor: $V_{3S} = 110$ mph, exposure based on geographical location
- Seismic design category: D
- Climate zone: 11 or 16

Plan Check Time

Refer to the following link for current plan check times: <http://www.buttecounty.net/dds/Building>

Permit Issuance

The following will be required at time of permit issuance:

- School District fees (for new square footage or additions greater than 500 ft²).
- Proof of current contractor's license / Worker's Compensation insurance (for contractors only).
- Outstanding building fee payment.

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a second set on file. The third set will be forwarded to the County's Assessor's Office. (If submitted digitally, a copy of the approved plans will be emailed to the applicant)

Questions

Contact the **Building Division** at (530) 552-3700 for inquiries on plan check and building fees.



New Manufactured Home Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for a new residential manufactured home. The following guideline shall be reviewed before commencing any work.

Note: Manufactured homes cannot be older than 10 years from manufacturer date to permit submittal date.

Additional Agency Approvals

Planning

Contact the **Planning Division** at (530)552-3701 for land use and setbacks prior to submittal of plans.

If located in **City of Gridley**, contact the City Planning Department at (530) 846-3631

If located in **City of Biggs**, contact the City Planning Department at (530) 868-5447

Environmental Health

Contact the Environmental Health Department for septic or well requirements at (530) 552-3880 or stop by their office located at 202 Mira Loma Dr., Oroville CA 95965.

Public Works

Contact the **Public Works Department** for information on encroachment permit requirements or legal lot determination at (530) 538-7681.

CAL Fire

Contact **CAL Fire** for requirements at (530) 538-6320 for new construction.

Plan Submittal for Construction

Quantity

Complete plans and documents can be submitted directly to the Building Division counter between 8:00 am to 4:00 pm, Monday through Friday (Wednesdays hours are 8:00 am to 3:00 pm) or by email to dsbuilding@buttecounty.net.

- If submitting digital plans, only one set of the following is required.
- Three (3) complete sets of plans. At least two sets must be signed by their designer.
- One (1) Installation manual from the manufacturer.

- Two (2) complete foundation or tie down plans, stamped and signed by the licensed professional and/or stamped approved by the State of California.
- Two (2) complete Butte County Manufactured Home Support Data Sheets ([Form DBP-52](#)).
- Two (2) marriage line plan from the manufacturer (If the home is larger than a single wide)
- Complete permit application.
- Plan check fee payment.

Minimum Plan Requirements

Size

Plans must be drawn to scale, fully dimensioned and legible on minimum 11 x 17 inch paper (e.g., site plan: 1/8-in = 1-ft, floor plan: 1/4-in = 1-ft) in a concise, detailed and professional manner.

Cover Sheet and / or Site Plan

- Job address / name and address of owner, contractor and contact person / address, phone number, title and registration of designer or design professional / description of work / applicable codes / type of construction / fire sprinkler system (yes or no) / sheet index / etc.
- Site plan identifying lot and building location / setback dimensions from new construction to all property lines and other existing buildings / location of easements / location of utilities such as electric meter, well/water meter, propane tank/gas meter / north arrow / etc.

Plans

- Manufacturer's floor plan identifying room uses and all dimensions of home.
- Plans for the landings serving all exterior doors. Details for stairs, handrails, guards, decking material, framing, fasteners, etc.

Flood Zone Verification

- Complete two elevation certificates if property is within 250 feet of a flood zone.

Design Criteria

Butte County has adopted the following codes and amendments:

2016 California Residential Code (2015 IRC)
2016 California Building Code (2015 IBC)
2016 California Mechanical Code (2015 UMC)
2016 California Electrical Code (2014 NEC)
2016 California Plumbing Code (2015 UPC)
2016 California Fire Code (2015 IFC)
Title 25

Wind speed design factor: $V_{3s} = 110$ mph,
exposure based on geographical location

Seismic design category: D

Snow loads per Title 25 Table 1338-1 Region III:

Elevation	Roof Live Load
0-2000 ft.	20 psf
2001-3000 ft.	30 psf
3001-4000 ft.	60 psf
4001-5000 ft.	80 psf
Over 5000 ft	See Design Criteria DPC-5

433A (Permanent Foundation – Real Property)

Purpose

In order to complete the process of recording a home as Real property with Butte County as well as HCD, the county needs to collect and prepare certain documents with the Recorders Office.

Required Documents

- A copy of the most current Grant Deed with Legal Description.
- If the home is used, a current Title (HCD Title) will be required at time of application. If the home is new, a Manufacturers Certificate of Origin (MCO) is provided upon delivery of the home and must be turned in to the Building Division prior to scheduling a Final inspection.
- Once the building permit has passed Final Inspection, the Building Division will record the documents and notify the applicant to provide a check for the amount of \$11.00 per section (\$11.00 single wide, \$22.00 double wide, etc.) made out to HCD. This will be sent in with your application.

Plan Check Time

Refer to the following link for current plan check times: <http://www.buttecounty.net/dds/Building>

Permit Issuance

The following will be required at time of permit issuance:

- School District fees.
- Proof of current contractor's license / Worker's Compensation insurance (for contractors only).
- Outstanding building fee payment.

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a second set on file. The third set will be forwarded to the County's Assessor's Office. (If submitted digitally, a copy of the approved plans will be emailed to the applicant)

Questions

Contact the **Building Division** at (530) 552-3700 for inquiries on plan check and building fees.



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PLEASE PRINT CLEARLY

PERMIT NO:	FORM NO
	DBP-1
BIN NO:	

PROPERTY OWNER INFORMATION		
Last Name	First Name	
Mailing Address		
City	State	Zip
Phone	Fax	
Email	Cell	

CONTRACTOR		
Name		
Mailing Address		
City	State	Zip
Phone	Fax	
Email	Cell	
License No.	Class	

ARCHITECT/ENGINEER		
Name		
Mailing Address		
City	State	Zip
Phone	Fax	
Email	Cell	
CA State License No.		

APPLICANT		
Last Name	First Name	
Mailing Address		
City	State	Zip
Phone	Fax	
Email	Cell	

APPLICANT SIGNATURE AND DATE	
	Date:
Print Name:	

PROJECT LOCATION
APN
Property Address
City Location must not be in the city limits of Chico, Oroville or Paradise, http://qismaps.buttecounty.net/flexviewer/bcdatasearch/index.html

WORKER'S COMPENSATION
Policy Number
Carrier
If hiring other than a licensed contractor, a certificate of worker's compensation must be shown at the time of permit issuance

LENDING AGENCY		
Name		
Mailing Address		
City	State	Zip

DESCRIPTION OR SCOPE OF WORK
Mobile Home permits (other than installation, foundation, utilities & non-attached structures) are issued by the State. Tell staff if this permit is for a Mobile Home. Click below to see Manufactured Home Alterations and Permit Guidelines at: http://www.hcd.ca.gov/codes/mhp/HCD Phone: (916) 255-2501 Is this a Manufactured/Mobile Home (circle one) Yes / No

JOB VALUATION: (Enter value of labor, including non-contracted, plus materials charge)	\$
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Square Feet Detail	
Living Area:	Garage:
Open Area:	Covered Area:
<input type="checkbox"/> Structure Built without permits	TOTAL SQ:
<input type="checkbox"/> Proposed Change of Occupancy/Use - Note previous/current use below:	

FOR OFFICE USE ONLY			
Zoning:	Flood Zone:		
SRA: YES <input type="checkbox"/> NO <input type="checkbox"/>	NPDES	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Code Enf: YES <input type="checkbox"/> NO <input type="checkbox"/>	Legal Lot:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Occupancy	Type Construction		
Permit Tech:	Date:		

APN:

*When filed, this application and all supporting material becomes subject to the California Public Records Act. All public information related to this application is subject to public inspection and will be posted on the County's website for electronic access.



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REQUIRED DOCUMENTS

🏠 **FULLY DIMENSIONED PLANS** — 3 full size sets (24"x36") OR one digital copy

- Title Sheet
- Grading & Drainage Plan
- Site Plan
- Architectural Plans
 - Residential New Construction 2016 CALGreen Checklist
- Elevations
- Foundation Plans
- Structural Plans
- Framing Plans
- Roof Plans
- Calculations (structural calculations, energy calculations, truss calculations, etc., if applicable)
- Geotechnical Report (soils report If applicable)
- Mechanical Details
- Electrical Details
- Plumbing Details
- Residential Cal-Green Checklist
- Septic Verification (required if using existing septic system)
- WUI Compliance per CRC Section R337 for Ignition Resistant Construction.
- Pre-Construction Elevation Certificate if Loaded Within A FEMA Flood Hazard.

PLAN AND DOCUMENT DETAILED REQUIREMENTS

🏠 **TITLE SHEET**

- Project Address and Assessor Parcel Number
- Complete Project Description
- Lot Size
- Required and Proposed Setbacks
- Required and Proposed Height and Number of Stories
- Allowable Density, Proposed Density
- Required Calculations (existing and proposed square footage, demolished square footage, Floor Area Ratio, lot coverage, parking requirements, etc.)
- Zoning Designation and General Plan Land Use Designation
- Current Applicable Code Edition
- Existing and Proposed Uses

- Occupancy Group per California Residential or building Code CRC/CBC Classification (R-3 single-family residential/ U storage garage area)
- Owner's Name, Name of Architect/Designer or person preparing the plans, and any other professionals associated with the project.
- Date plans were prepared
- Reference any applicable case numbers such a conditional use permit, variance, etc.

🏠 **GRADING & DRAINAGE PLAN** – Required if grading is in excess of 50 cubic yards (please see Grading Permit & Best Management Practice form)

- **Grading Permit Questionnaire**
- **Construction BMP's**

🏠 **SITE PLAN**

- Include all property lines, easements, lot dimensions, streets/alleys with dimensions
- Outline and dimensions of all existing and proposed structures with their uses identified, including accessory structures such as patios, decks, garages, pools, etc.
- Highlight or hash proposed addition(s) or remodel area(s)
- Show all existing and proposed work within the Public right-of-way, including drive apron, drainage improvements, meters, street, pull-boxes, utility poles, etc.
- Required and proposed yards dimensions
- Vicinity Map showing ½-mile radius street system with project site highlighted
- North arrow and drawing scale

🏠 **FIRE DEPARTMENT SITE PLAN**

Fire Safe Standards: based on Public Resource Code 4290 and 4291, California Fire Code:

- Provide safe access for emergency fire equipment
- Provide legible road signage and address for proposed project
- Maintain defensible space and disposal of flammable vegetation and fuels
- LPG tanks need to be clear of combustibles and protected from vehicular damage

🏠 **ARCHITECTURAL PLANS**

- Provide floor plans for each level of buildings.
- Label the proposed (and existing, if any) use of each room.
- Show location of smoke detectors, carbon monoxide alarms, switches, plugs, and light fixtures.
- Show landings at doors, stairs with rise and run, handrails, guardrails, etc.
- Label overall footprint dimensions and the incremental dimensions where there are changes in the exterior building lines.
- Show the interior layout including walls and other fixed objects (counters, booth, freezers, etc.

- Label incremental dimensions showing the size of individual rooms that add up to the overall footprint dimensions.
- Label the dimension and outline of outdoor features (including columns and support posts) immediately adjacent to the building, such as roofed projections (porch covers, patio covers, awnings, canopies) and ground-level paving (landings, steps). Use a single dashed line for rooflines and single solid line for paving edges to distinguish these from other items on the floor plan.
- Label the location and size of exterior openings (doors, windows).
- Show all relevant features and compliance documentation of the California Energy Code.
- Show all relevant features and compliance documentation of the California Green Building Standards Code requirements.

🏠 ELEVATIONS

- Provide elevations of all four sides of buildings indicating the different features on the elevations with a key (e.g. 1,2,3,4) that relates to the material table on the same sheet.
- Plans shall include building materials, system and/or assemblies used in the exterior design, and construction of new building or addition to existing building shall complying with the requirements of the the California Residential Code Section R337 or California Building Code 7A in accordance with California State Fire Marshal for Wildland-Urban Interface Code.
- For remodels and additions, distinguish between the existing and new portions of an elevation
- Label existing and finished grades.
- Label the overall height of the building and incremental heights of the floor and ceiling of each level to the top of the building façade from existing grade.
- Provide exterior section elevations of building projection, wings, and other sides not visible on the four elevations provided.
- Label the roofline (in dashed lines) if it is located behind a parapet or other façade that extends above the roofline.
- Show the typical location of roof-mounted equipment.
- Depict compliance with encroachment plane requirements, if applicable.

🏠 FOUNDATION PLAN

- Completely dimensioned plan including exterior and interior footing. Label and locate porches, patios, decks, garage, etc. Locate and note size of anchor bolts, rebar, straps, and hold-downs on plans. As applicable, note size, number, and location of crawl space vents and underfloor access.

🏠 STRUCTURAL PLANS

- All plan sheets must be signed by the designer. *
- *Engineering is required for any structure not conforming to the conventional light wood framing and bracing requirements per prescriptive provisions of the California Residential Code. Structures greater than two stories require the stamp and signature of a California licensed professional (Architect or Engineer).
- Identify the use of each room (kitchen, bedroom, family room etc.) with dimensions.
- Provide plans which adequately dimension all braced wall segments and locations for non-engineered plans.
- Identify and dimension engineered shear wall locations and minimum length.
- Justify the amount of bracing provided at each wall line, per wind and seismic requirements of the current CRC for non-engineered structures.
- Provide adequate identifications of assumed braced wall lines for conventional bracing, and provide on the plans lateral load resisting gridlines, corresponding to the structural calculations, for engineered structures.
- Show complete detailing of structural connections for lateral and vertical stability, structural specifications, bracing, structural, and construction details.
- Detailed Structural Elements: Foundation, Floor System, Roof Type, Wall
- Gable End detail / beam elevation changes / rake beam details
- Structural elements specifications, schedule, sufficient details to indicate code compliance.

🏠 FRAMING PLANS

- Floor framing plan
 - Identify and dimension all footings, identify framing members and sheathing for floors. Show size and spacing of joists and beams with grade of lumber to be used. Carry all vertical and lateral loads to footings.
- Roof framing plan
 - Roof framing: truss anchors and uplifts including permanent bracing
 - Identify type of roofing materials, framing and sheathing for roof and ceilings. Show size and spacing of joists, rafters, and beams with grade of lumber to be used. Carry all vertical and lateral loads to footings.

🏠 **CALCULATIONS** – 2 sets each OR one if electronic format

- Stamped and signed Structural Calculations
- Stamped and signed roof and/or floor truss calculations (may be deferred only if the building is designed by a Registered design professional)
- Energy reports (If doing performance approach) or applicable CF1R- Energy compliance forms (If doing prescriptive approach) and energy features on plans (registered with a HERS provider)

🏠 **GEOTECHNICAL / SOILS REPORT (if required see grading questionnaire)**

- Please note that a plan review letter from the geotechnical engineer stating that he/she has reviewed the foundation design and it complies with the geotechnical report recommendation.

🏠 **MECHANICAL DETAILS**

- Location of mechanical equipment. Show access, and add applicable notes in regards to access, clearances, disconnects, etc.

🏠 **ELECTRICAL DETAILS**

- Provide electrical service load calculations for dwellings with services 400 amperes or greater, or as determined by the Plans Examiner.)
- Electrical floor plan showing location and size of meter, main service panel, sub panels, all electrical outlets, light fixtures, fans, etc. Add notes in regards to GFCI, tamper resistant, AFCI, vacancy sensors, dimmer switches, etc.

🏠 **PLUMBING DETAILS**

- Show all plumbing relevant fixtures and required clearances
- Gas distribution (A gas line diagram is required for all new or altered gas lines per CPC Chapter 12)
- Provide fixture maximum water use table

🏠 POTENTIAL ADDITIONAL DOCUMENTS

- Encroachment permit if new driveway access is provided.
- Identify whether a sidewalk or driveway is necessary
- Provide plumbing drawings for graywater systems (if applicable)
- Permit for accessory structures proposed on the plot plan
- Permit for roof or ground mount photovoltaic systems
- Permit for retaining walls, pools, or spas
- A soils compaction letter and plan review letter from a Soils Engineer may be required
- Elevation certificate, prepared by a Civil Engineer, Surveyor, or Architect, for properties located within 250 feet of a Flood Zone
- Permit for well construction or deconstruction (Butte County Environmental Health)
- Permit for septic system installation, replacement, repair, or tank destruction
- Permit for fire sprinkler system
- Provide a complete Pre-Construction Debris form



Butte County Department of Development Services

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

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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>

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/>

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/
- E. Check our [DBP-31](#) and [DBP-51](#) forms for permit submittal requirements

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.

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.
-

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>
-

Step 7: Building Permit Issuance

- A. Your building permit application has been approved and permit issued.
 - B. Begin your rebuild.
-

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.
-

CONGRATS and welcome to your new home



Butte County Department of Public Works
7 County Center Drive, Oroville, CA 95965
Main Phone (530) 552.7681 Fax (530) 538-7171
www.buttecounty.net/publicworks

Professional Land Surveying Services Guide

As part of the re-building process, verification of your property boundaries may have to be determined if they cannot be located. A licensed professional surveyor can help to locate your property line(s).

What kind of services can licensed professional land surveyors provide?

- Set property corners, also known as monuments
- Replace lost or obliterated property corners
- Retrace boundaries for fences and other purposes
- Locate, relocate, establish, reestablish or retrace property lines
- Determine boundary discrepancies
- Prepare corner records, maps or plats for plot plans

Depending on the existing evidence of your property's boundary, there are three different products that a licensed surveyor can provide for you. Each product will help confirm boundary line location to assist the building inspector and builder.

What does a licensed professional land surveyor produce for you?

- Retracement Survey. Most economical for the applicant in which the parcel was correctly mapped prior to the fire, and the original property corners are found by the surveyor and flagged for the building inspector.
- Corner Record. (B&P Code 8771) Parcel was mapped prior and only minimal original monuments are found and new monument(s) are set per record information. New monuments are flagged for the building inspector. Corder Record is then submitted to County for review and filing.
- Record of Survey (B&P Code 8762) potentially requires the most work and greatest variability situation for property owners. In most of these cases, the parcel(s) were never properly mapped, many times created by deed, and no original record monuments exist. Alternatively, material discrepancies may have been found on record maps, leading to inconclusive property line location(s). Land Surveyors are required to survey the property(s), and within 90 days of performing the survey, the surveyor submits to the County the survey for review and recordation with an \$800.00 review deposit. Upon completion of the survey, the Surveyor will set monuments to mark the property corners.

To locate a land surveyor, you can ask your neighbors and/or friends for personal referrals, look on the internet or telephone directory. The web link below, you will find a list of local surveyors that have provided their contact information to the County.

List of local surveyors - <http://www.buttecounty.net/publicworks/Downloads>

For more general information - https://www.bpelsg.ca.gov/pubs/consumer_guide.pdf

References

Building Permit Application Form (DBP-1) - http://www.buttecounty.net/Portals/10/Docs/DBP/DBP-01_Building_Permit_Application.pdf

Wildland Urban Interface (WUI) Compliance Homeowner Checklist (DBP-25) - <http://www.buttecounty.net/Portals/10/CampFire/DBP-25%20WUI-%20Butte%20County.pdf?ver=2019-10-09-125338-743>

New Dwelling Unit (DBP-31) - <http://www.buttecounty.net/Portals/10/Docs/DBP/DBP-31%20Residential%20New%20Dwellings%20Additions%20Alterations%20Submittal%20Checklist.pdf?ver=2019-12-09-170417-933>

New Manufactured Home Plan Submittal Checklist (DBP-51) - <http://www.buttecounty.net/Portals/10/Docs/DBP/DBP-51%20Residential%20New%20Manufactured%20Home%20Checklist.pdf?ver=2019-10-08-162029-790>

Camp Fire Septic System Information - <https://buttecountyrecovers.org/butte-county-septic-systems-information/>

Title 25 Limited Density Owner Built Rural Dwellings - <http://www.buttecounty.net/Portals/10/Building/Title25/T-25%20vs%20T24%202018.pdf?ver=2019-01-03-133212-220>

Well Testing - <https://storage.googleapis.com/proudcity/buttecountycarecovers/uploads/2019/05/PrivateWellSafetyandTestingdocx.pdf>