Residential New Dwelling Unit ● Additions ● Alterations
Plan Submittal Checklist

Purpose
This handout summarizes the requirements for a complete plan review submittal for 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) 552-3700 for the addition of new square footage prior to submittal of plans.

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.

- 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: ¼-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.
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)

Plan Check Time
Refer to the following link for current plan check times: [http://www.buttecounty.net/dds/Building](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.