Note: The applicant is advised to consult with all Butte County Land Use Departments (including the Planning Department and Public Works Department – Land Development Division, Public Health – Environmental Health Division, Butte County Fire, etc.) about additional requirements for site development prior to making application of the building permit.

The following is required to make application for the conversion of a garage/shop/storage to another use building permit application:

☐ Completed Butte County Department of Development Services building permit application (form DBP-1). Please furnish the assessor’s parcel number for the proposed location.

☐ 3 site plans signed by the preparer of the plans (form DBP-3). Paper to draw site plans and site plan submittal requirements (form DBP-2) are available at the Development Services counter. At least one site plan must be 11” x 17”.

☐ 3 complete sets of plans singed by the preparer. If plans are prepared by a Registered Design Professional (RDP), the plans must be signed and wet-stamped by and include the name, address, phone number, title and registration number of the preparer. Plans need to include the property owner’s name, address and phone number, the assessor’s parcel number and the project name, address and phone number of project if different than the property owner and pages to be numbered.

The plans need to include the following:

Cover sheet to include:
- Applicable codes and editions
- Description of scope of all work
- Code Analysis to include construction type, occupancy, use and all square footages

Plans to include:
- Foundation plan
- Cross Section
- Roof plan layout or truss details
- Exterior elevations (all four orientations)
New and existing floor plans showing all windows, doors with sizes and rooms labeled:

One each existing and new floor plan must be provided sized 11” x 17” or electronically in pdf format for scanning purposes

Electric, Plumbing, Mechanical (if applicable) plans to include:
Location of HVAC equipment and size
Location of plumbing fixtures and dimensions
Locations of outlets, fixtures, switches, smoke detectors, carbon monoxide detectors (if applicable), subpanels and main panels with size and location

☐ If plans are engineered 2 sets of wet stamped and signed structural calculations

☐ 2 sets of truss calculations if applicable. If plans are engineered a letter from the RDP stating the truss calculations comply with the engineering

☐ Energy calculations prepared by a registered energy consultant in duplicate (if applicable)

☐ Flood Elevation Certificate, in duplicate, wet stamped and signed (if applicable). To determine parcel is in a flood zone go to our website www.buttecounty.net. Click on Parcel Lookup from the DDS Menu to do a search.