BUILDING PERMIT APPLICATION REQUIREMENTS FOR CARPORTS

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.

A carport is defined as an automobile shelter that is open on at least two sides. The structure may be attached to another structure or detached.

☐ 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 signed by preparer of the plans. All plans and details must be drawn to scale (minimum ¼” = 1”) and dimensioned. Plans need to include the following details:

   A) A footing detail
   
   B) Cross section
   
   C) Roof plan
   
   D) Engineered truss details and layouts in duplicate (if applicable for carport).

*NOTE: If the carport is a metal structure the plans submitted must be prepared by a California licensed architect or engineer.

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Plans prepared by an architect or engineer, including calculations, must be wet-stamped and wet signed and bear address and phone number or architect/engineer.

If plans are engineered, 2 sets of structural calculations are required to accompany plans for submission.

☐ Soils Investigation Report, in duplicate, wet – stamped and signed (if applicable). Please refer to the New Soils Investigation Requirements announcement available at the Development Services counter or online at www.buttecount.net/dds for more information.

☐ If the plans are engineered, a letter from the Registered Design Professional verifying Soils Investigation Report review and structural design in accordance with the report.

Your plans may be routed to other regulatory entities for review, including but not limited to Planning, Public Works, Environmental Health and the California Department of Forestry. To help expedite your permit, please be responsive to request from County departments for any additional materials or requirements.

If in a sewer district, a copy of the approved permit from that district may be required.

PLEASE NOTE: Payment is required when you apply for a building permit. We take payment in the form of credit card, cash, check or money order.