BILLBOARD OR POLE SIGNS
PERMIT REQUIREMENTS

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.

Building permits are required for all signs and light poles over 10 feet in height and more than 20 square feet in area. All setback and zoning requirements apply to all signs whether or not permits are required. If a sign or light pole must be placed in a setback, a use permit from the Butte County Planning Department will be required.

The following is required to make application for billboard or pole signs:

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

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

- 3 complete sets of plans. Plans must be signed by the preparer or if prepared by a Registered Design Professional (RDP) signed and wet-stamped including the name, address, phone number, title and registration number of the preparer. Plans to include:
  - Single line diagram for electrical
  - Electrical site plan/power plans
  - Grounding plans/details
  - Panel Schedules
  - Cut sheets of sign face with associated weights and attachments to pole(s)
  - Required signage/labeling
  - Elevation drawings showing sign face location
  - Foundation plans

- 1 set structural calculations prepared by the RDP wet-stamped and signed
  Calculations need to include:
    - Lateral conditions
    - Lateral gravity design