



As Built Structures Constructed Without Permits Permit Requirements Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for new, additions, and alterations to structures done without permits. Current code regulations and local ordinances require building permits when buildings are constructed, altered or improved.

Note: If the structure was built prior to requirements for building permits, and no modifications or change of use were done, the structure is legal. Assessment records will be required to verify when the structure was built.

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 requirements at (530) 538-7681 for new construction or additions.

CAL Fire

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

Plan Submittal

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. Plans need to demonstrate full compliance with current versions of the California Codes as adopted by Butte County. Link to the Design Criteria: [DPC-5](#)
- Structurally sound letter from a California licensed Professional (Engineer or Architect). (Letter shall indicate that the structure was inspected and found to be in sound structural condition, capable of resisting expected wind, seismic, and gravity forces, or specify any modifications and/or repairs required. Required repairs or modifications need to be shown/drawn on the plans.)
- Two (2) structural calculations sets, stamped and signed by the licensed professional if the structure does not meet conventional construction.
- Two (2) Title 24 energy reports signed by energy designer and owner (as applicable).
- Complete permit application.
- Permit fee payment.

Inspections

The following are some of the required items that will be required during inspection of the as-built structure. Additional inspections may be required depending on the project and situation.

- Written verification from a special inspection company or from the Engineer/Architect of record indicating that the size and depth of the footings match the approved plans.
- Written verification from a CA Electrical Engineer or from a CA Electrical License Contractor indicating that the electrical system was installed in compliance with approved plans and current Code.
- Attachment of the structure to the foundation system, including hold-downs, must be accessible for inspection.
- Components of the electrical, plumbing, and mechanical systems must be exposed for inspection.
- Pressure tests will be required for the gas and water piping systems.

Questions

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