



## PERMIT CENTER

7 County Center Drive, Oroville, CA 95965

Main Phone (530) 552.3700 Fax (530) 538.7785

[www.buttecounty.net/dds](http://www.buttecounty.net/dds)

**FORM NO**

**DBP-82**

### **BUILDING PERMIT SUBMITTAL REQUIREMENTS MOVE IN HOUSE (MOVING A HOUSE)**

- 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. Paper to draw site plans ([form DBP-3](#)) and site plan submittal requirements ([form DBP-2](#)) are available at the Development Services Counter. **One site plan must be 11" x 17"**.
- 3 complete sets of plans. Plans **must be** prepared, signed and wet-stamped by a California registered design professional (RDP) and include the name, address, phone number, title and registration number of the preparer.

*At least one floor plan must be 11" x 17"*.

Plans to include:

Property owner's name, address and phone number

Assessor's Parcel Number and address

Foundation plan

Cross Section

Roof plan layout or truss details

Exterior elevations

Floor plans showing all windows, doors with sizes and rooms labeled:

Existing and new floor plans if applicable

One floor plan must be 11" x 17"

Electric, Plumbing, Mechanical 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

- Soils Investigation Report (if applicable, but recommended) Soils Investigation Report, in duplicate, wet-stamped and signed. A letter from the registered design professional verifying soils investigation report review and structural design in accordance with the report.
- A copy of the creation deed may be required for the parcel if the parcel is undeveloped (vacant and never been built on). This will be determined during the permit review by the Land Development Department.
- 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](http://www.buttecounty.net). Click on Parcel Lookup from the DDS Menu to do a search.

**Any additions/remodeling proposed to the existing structure will require additional permits. County Wide Development Impact fees will apply for lots not previously built on.**