BUILDING PERMIT SUBMITTAL REQUIREMENTS FOR COMMERCIAL APPLICATIONS

Note: It is the responsibility of the applicant to obtain any use permits or administrative permits required by the Planning Department for the commercial project prior to issuance of the building permit. Applicants should consult the Department of Land Development to inquire about any additional requirements for site development.

The following is required to make application for a commercial 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. 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. One floor plan must be 11” x 17”.

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
- 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
- Accessibility details

- If plans are engineered one set of wet stamped and signed structural calculations
- 2 sets of truss calculations if applicable. If plans are engineered
- Energy calculations prepared by a registered energy consultant if applicable
- 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. Click on Parcel Lookup from the DDS Menu to do a search.
- Completed Butte County Public Health Environmental Health Division ‘Hazardous Materials and Emissions Questionnaire.'