



Butte County Department of Development Services

PERMIT CENTER

7 County Center Drive, Oroville, CA 95965

Main Phone (530)538-7601 Permit Center Phone (530)538-6861 Fax (530)538-7785

FORM NO

DBP-51

BUILDING PERMIT SUBMITTAL REQUIREMENTS

****NEW MANUFACTURED/MOBILE/MODULAR HOME**

**** 'New' refers to the manufactured/mobile/modular home being 'new' to the parcel not the age of the unit.**

- Completed Butte County Department of Developments 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".*
- NOTE: If the parcel is in the City of Biggs, the site plan must be reviewed and approved prior to submitting your building permit application. They can be reached at (530)868-5447.**
- One (1) installation manual from the manufactured/mobile home manufacturer
 - Marriage line information from manufactured/mobile home manufacturer if home is larger than a single wide, in duplicate
 - Manufactured/Mobile home manufacturer's floor plan in triplicate. If floor plan is not available it can be drawn by applicant. Floor plan requires dimensions of manufactured/mobile home, indicate all windows and exits, label each room and include any interior fixtures. *At least one floor plan must be 11" x 17".*
 - State approved or engineered tie down or foundation plans in duplicate
 - Butte County Manufactured Home Support Information sheet (form DBP-52) completed with information from manufactured/mobile home manufacturer's installation instructions. This form is available at the Development Services counter or is available for download from our website at www.buttecounty.net/dds.
 - Flood Elevation Certificate, in duplicate, wet stamped and signed (if applicable). To determine if a parcel is in a flood zone go to our website at www.buttecounty.net/dds. Click on [Parcel Lookup](#) from the DDS Menu to do a search.
 - 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. Contact number (530)538-7266.

- If being placed on a Permanent Foundation System the following additional items will be required:

A copy of the current recorded grant deed with the legal description

A copy of the Title or Registration of the manufactured/mobile home or if it is a new manufactured/mobile home a copy of the Manufacturer's Certificate of Origin (MCO)

- If the parcel is in a sewer district (not on a septic system) a copy of the approved permit from the sewer district is required.



BUTTE COUNTY
DEPARTMENT OF DEVELOPMENT SERVICES
BUILDING PERMIT APPLICATION*
 Phone: (530) 538-7601 Fax (530) 538-7785
 Website: www.buttecounty.net/dds

PERMIT NO:	FORM NO
BIN NO:	DBP-1

Payment of Fees Required at Time of Application

PLEASE PRINT CLEARLY

PROPERTY OWNER INFORMATION		
Last Name	First Name	
Mailing Address		
City	State	Zip
Phone	Fax	
Email	Cell	

PROJECT LOCATION
APN
Property Address
City Location must not be in the city limits of Chico, Gridley, Oroville or Paradise, click below for parcel information http://qismaps.buttecounty.net/flexviewer/bcdatasearch/index.html

CONTRACTOR		
Name		
Mailing Address		
City	State	Zip
Phone	Fax	
Email	Cell	
License No.	Class	

WORKER'S COMPENSATION
Policy Number
Carrier
If hiring other than a licensed contractor, a certificate of worker's compensation must be shown at the time of permit issuance

LENDING AGENCY		
Name		
Mailing Address		
City	State	Zip

DESCRIPTION OR SCOPE OF WORK
Mobile Home permits (other than installation, foundation, utilities & non-attached structures) are issued by the State. Tell staff if this permit is for a Mobile Home. Click below to see Manufactured Home Alterations and Permit Guidelines at: http://www.hcd.ca.gov/codes/mhp/HCD Phone: (916) 255-2501 Is this a Manufactured/Mobile Home (circle one) Yes / No

APN:

ARCHITECT/ENGINEER		
Name		
Mailing Address		
City	State	Zip
Phone	Fax	
Email	Cell	
CA State License No.		

JOB VALUATION: (Enter value of labor, including non-contracted, plus materials charge)	\$
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Square Feet Detail	
Living Area:	Garage:
Open Area:	Covered Area:
<input type="checkbox"/> Structure Built without permits	TOTAL SQ:
<input type="checkbox"/> Proposed Change of Occupancy/Use - Note previous/current use below:	

APPLICANT		
Last Name	First Name	
Mailing Address		
City	State	Zip
Phone	Fax	
Email	Cell	

FOR OFFICE USE ONLY			
Zoning:	Flood Zone:		
SRA:	YES	NO	NPDES YES NO
Code Enf:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Legal Lot: <input type="checkbox"/> YES <input type="checkbox"/> NO
Occupancy	Type Construction		

APPLICANT SIGNATURE AND DATE	
 	Date:
Print Name:	

Permit Tech:	Date:
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*When filed, this application and all supporting material becomes subject to the California Public Records Act. All public information related to this application is subject to public inspection and will be posted on the County's website for electronic access



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BUILDING PERMIT SUBMITTAL REQUIREMENTS SITE PLAN REQUIREMENTS

GENERAL INFORMATION

Your site plan may be reviewed by various departments: Building, Planning, Environmental Health, Public Works, CDF, Agricultural Commission, etc. so you will need to include information to satisfy numerous agencies.

- **Please label all items as clearly and completely as possible.**
- **Site plans must be fully dimensioned and clearly drawn on clean paper.**
- **Size: 11" x 17"**

Blow-ups or insets may be used to provide more detail where required. (Note: A scaled site plan may be required, if necessary for septic system permit or other plan review.)

REQUIRED ITEMS

- Owner's name
- Assessor's Parcel Number
- North arrow
- Property lines with dimensions: As shown on assessors map or parcel map
- Distances between improvements **and** from property lines
- Setbacks
- Any features such as cliffs or areas of slope: Include direction & approximate degree of slope
- New buildings are required to meet Minimum Erosion and Sediment Controls
- Measures or Best Management Practices (BMP)

EXISTING AND PROPOSED ON-SITE IMPROVEMENTS INCLUDING:

- Buildings or other structures
- Pools
- Tanks
- Retaining walls
- Cuts and/or fills

ROAD FEATURES INCLUDING:

- Location and name of frontage road(s) serving property
- Location of driveway
- Right-of-way
- Easements

ALL WATER RELATED FEATURES INCLUDING:

- Flood zone
- Septic / Sewage disposal systems (original and replacement)
- Wells
- Waterlines
- Springs
- Creeks or Streams - Seasonal creeks and drainage ditches

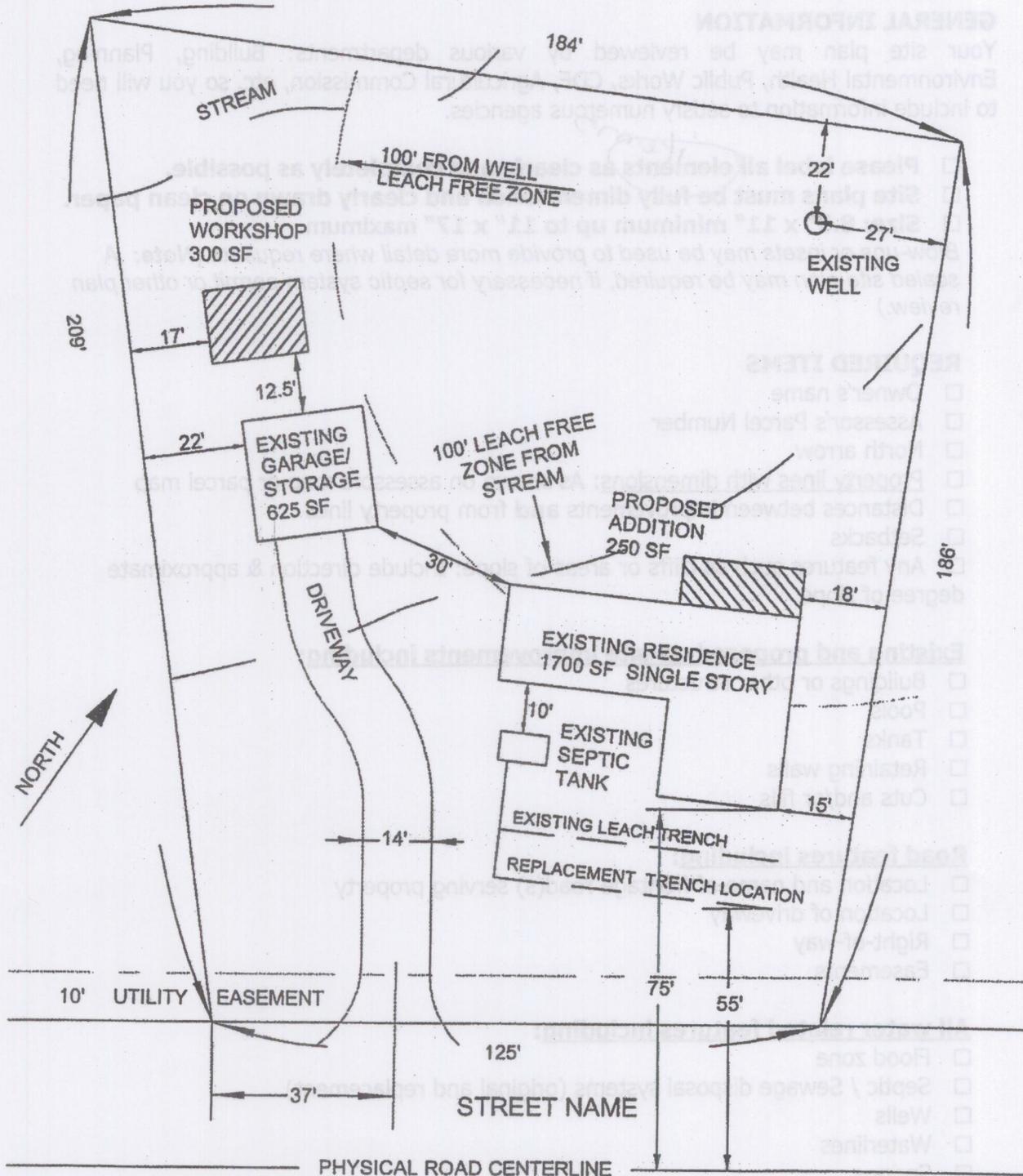
BUTTE COUNTY DEPARTMENT OF DEVELOPMENT SERVICES

Building Division
7 County Center Drive
Oroville, CA 95965

PH: 530-538-7541
FAX: 530-538-2140
www.buttecounty.net/dds



SITE PLAN REQUIREMENTS



Butte County Department of Development Services

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FORM NO
DBP-3

SITE PLAN Assessor's Parcel Number: - - Permit #: _____

Owner Name: _____ Scale 1" = _____
Address / Phone: _____
Site Location: _____
Contact Name: _____ Phone: _____



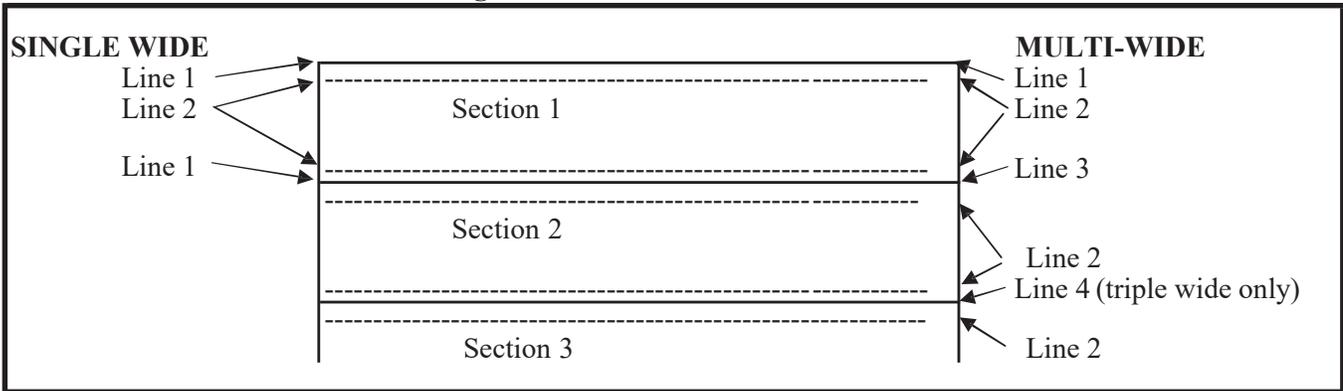
Butte County Building Division

MANUFACTURED HOME SUPPORT DATA

Owner's name: _____ Home A.P. # _____ - _____ - _____
 Manufacturer: _____ Manufacture Year: _____
 Model Number / Name: _____ Width: _____
 _____ (ft.) Length: _____ (ft.)
FOOTINGS: Wood - pressure treated or foundation grade [] other: [] _____
SUPPORTS: Concrete block [] other: [] _____

Provide manufacturer's installation manual, support blocking requirements and state approved or engineered foundation or tie down system specifications.

Pier Footing Sizes and Locations



Line 1 Piers:
 Minimum size piers: [] X []
 Spacing maximum:

' "

 From ends maximum:

' "

Snow Load: _____ psf
 Snow Load requirements may be obtained at
<http://sk.chicomapworks.com/>
 Insert AP #, view snow load in lower right corner.

Line 2 Piers:
 Minimum size piers: [] X []
 Spacing maximum:

' "

 ends maximum:

' "

Line 1 Openings:
 Minimum size pier [] X []
 Required at each side of openings over From

' "

 wide.

Line 3 Roof Loads:

Minimum size piers:			
Location (from front):			
Minimum size piers:			
Location (continued):			

Line 4 Roof Loads:

Minimum size piers:			
Location (from front):			
Minimum size piers:			
Location (continued):			



PERMIT CENTER

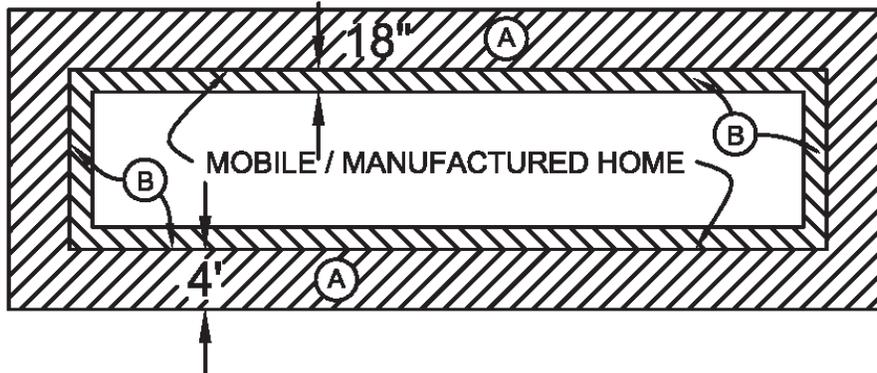
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MOBILE/MANUFACTURED HOME UTILITY GUIDELINES

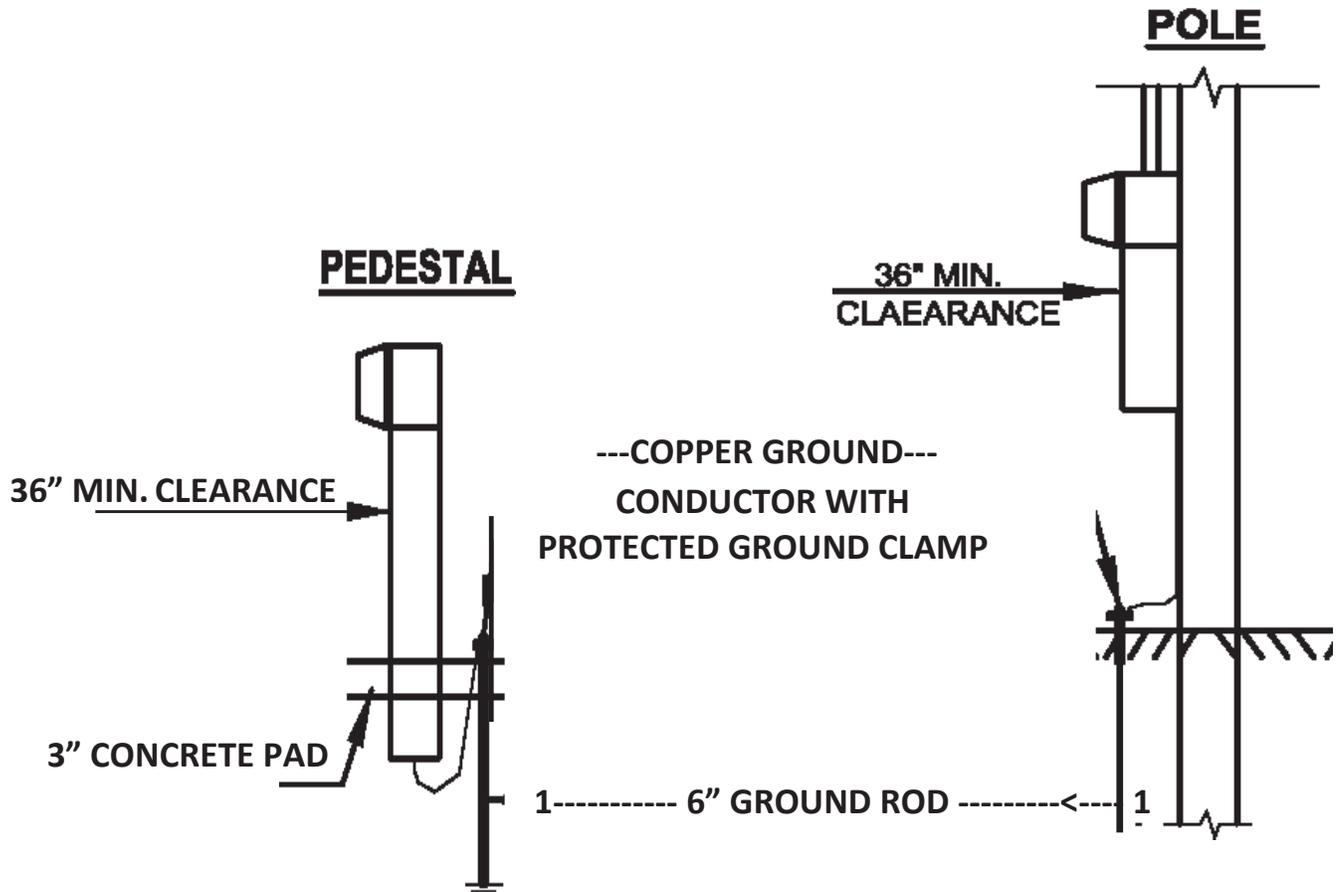
UTILITY CONNECTIONS FOR MOBILE HOMES/MANUFACTURED HOMES, AND COMMERCIAL MODULARS ON FOUNDATION SYSTEM.

When a foundation system is installed pursuant to section 18551 of the Health and Safety Code, utility connections shall comply with the requirements of Title 25, or at the discretion of the owner, the connections may be installed as required for permanent residential buildings in compliance with the California Plumbing Code and the California Electric Code [1333.5(a)]. Whenever a commercial modular is installed, the utility connections shall comply with the California Plumbing Code and California Electrical Code [1333.5(b)]. Utility connections shall be located within 4 feet of the Mobile Home/Manufactured Home (See Area "N" below). Sewer and water connections may be located under the Mobile Home/Manufactured Home within 18 inches of the outside wall (See Area "B" below). [1184, 1222, 1254(e), and 1274].



ELECTRICAL

Equipment installed to supply electrical to a Mobile Home/Manufactured Home shall be rated at not less than 100 amperes and shall be listed and labeled "Service Equipment" [1180] Equipment to supply electrical power to a Mobile Home/Manufactured Home shall be located within 4 feet of the home or the proposed location of the home [1184]. Additional loads (well pumps, garage, shops, etc.) require additional power. Approved Mobile Home/manufactured Home lot service equipment shall be stabilized by concrete not less than 3 1/2 inches thick and surrounding the equipment base by not less than 6 inches. The lot service equipment shall be secured to a 4 X 4 redwood or pressure treated post or equivalent installed not less than 2 feet into the earth [1182].

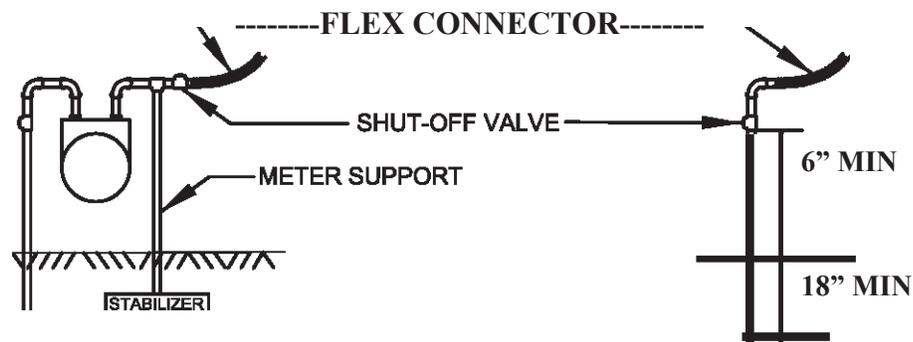


GAS

The lot gas outlet shall terminate within 4 feet outside of the home or proposed location of the home [1222(a)]. Gas meters shall not be installed closer than 3 feet from sources of ignition [1226(b)]. All gas piping installed below ground shall have a minimum earth cover of 18 inches. Gas piping shall not be installed underground beneath buildings or that portion of the lot reserved for the location of the home or any accessory buildings [1216]. Underground Liquefied Petroleum Gas shall require a test of 10 pounds for a minimum of 15 minutes.

WITH METER

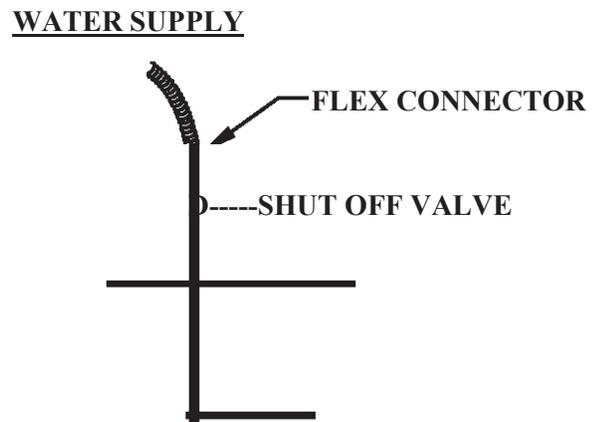
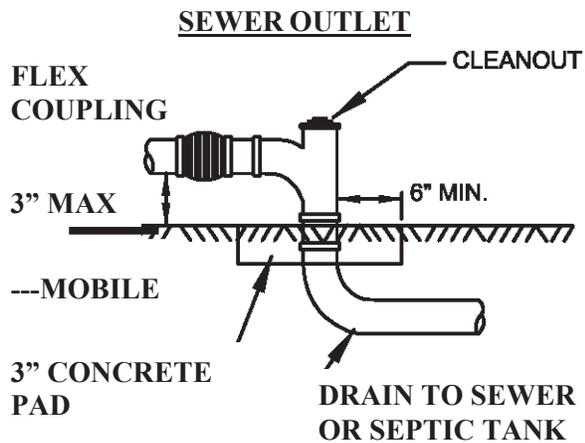
W/O METER



WATER SUPPLY AND DRAIN CONNECTOR

Each lot shall be provided with potable water service. The water service outlet riser shall be not less than 3/4 inch nominal pipe size [1274(a)]. The lot water outlet shall be located within 4 feet of the outside of the unit, or under the unit within 18 inches of the exterior wall of the unit [1274(b)]. A pressure test of a minimum of 50 pounds or working pressure shall be required.

Each lot shall be provided with a drain inlet not less than 3 inches in diameter and shall be connected to an approved sewage disposal system [1254(a)]. Each drain inlet shall be protected from movement by being encased in a concrete slab not less than 3 1/2 inches thick and which surrounds the inlet by not less than 6 inches on any side [1254(c)]. The lot drain inlet shall be located within 4 feet of the outside of the unit, or under the unit within 18 inches of the exterior wall of the unit [1254(e)].





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FORM NO

DBP-58

BUILDING PERMIT APPLICATION REQUIREMENTS FOR EXISTING MOBILE/MANUFACTURED HOME EXISTING SITE TO BE PLACED ON A PERMANENT FOUNDATION SYSTEM (Retro-Fit)

When applying for a permit for a permanent foundation system under an existing mobile/manufactured home, this process eliminates the mobile/manufactured home title and registration and makes it real property. It is then assessed each year with the parcel by the County tax assessor same as a stick built home. This process eliminates the registration each year of the mobile/manufactured home as personal property through the Housing Community Development (HCD). An HCD Form 433A is created by the Building Department and then recorded by the applicant after the final inspection of the permit for the mobile/manufactured home. The recorded HCD Form 433A and a certificate of occupancy, an HCD 513C, is then sent to HCD by the Building Department thus eliminating the title to the mobile/manufactured home.

- Completed Butte County Department of Developments 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"***.

NOTE: If the parcel is in the City of Biggs, the site plan must be reviewed and approved prior to submitting your building permit application. They can be reached at (530)868-5447.

- State approved or engineered tie down or foundation plans in duplicate
- A copy of the current recorded grant deed with the legal description and a copy of the Title or Registration of the manufactured/mobile home.