



## Residential New Dwelling Unit • Additions • Alterations Plan Submittal Checklist

### Purpose

This handout summarizes the requirements for a complete plan review submittal for new residential dwellings, additions, alterations, and interior remodels. Current code regulations and local ordinances require building permits when buildings are constructed, altered or improved. The following guideline shall be reviewed before commencing any work.

### 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 information on encroachment permit requirements or legal lot determination at (530) 538-7681.

#### CAL Fire

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

### Plan Submittal for Construction

#### Quantity

Complete plans and documents can be submitted directly to the Building Division counter or by email to [dsbuilding@buttecounty.net](mailto:dsbuilding@buttecounty.net).

- If submitting digital plans, only one set of the following is required.
- Three (3) complete sets of plans. At least two sets must be signed by designer or stamped and signed by licensed professional.

- Two (2) structural calculations sets, stamped and signed by the licensed professional (as applicable).
- Two (2) complete Special Inspection & Testing Agreement forms completed and signed by all parties (as applicable).
- Two (2) Title 24 energy reports signed by energy designer and owner (as applicable).
- Pre-Construction Debris Form.
- Complete permit application.
- Plan check fee payment.

### Minimum Plan Requirements

#### Size

Plans must be drawn to scale, fully dimensioned and legible on minimum 11 x 17 inch paper (e.g., site plan: 1/8-in = 1-ft, floor plan: 1/4-in = 1-ft) in a concise, detailed and professional manner. Single line floor plans are **not** acceptable and will be rejected.

Plans can be prepared by anyone for residential structures of wood frame construction if the building is not more than two stories (including a basement). If the structure does not follow conventional wood frame construction standards and has irregular design features, plans will be required to be prepared by a California Licensed Professional (architect or engineer).

#### Cover Sheet and / or Site Plan

- Job address / name and address of owner, contractor and contact person / address, phone number, title and registration of designer or design professional / description of work / applicable codes / type of construction / fire sprinkler system (yes or no) / sheet index / etc.
- Site plan identifying lot and building location / setback dimensions from new construction to all property lines and other existing buildings / location of easements and utilities / north arrow / etc.

#### Architectural Plans

- Floor plan identifying new and existing room uses / door and window schedule / etc.
- Details for stairs, handrails, guards, decks /

occupancy separation elements and fire rating details (when applicable).

- Attic and under floor vent calculations.
- Exterior elevations identifying construction materials / wall covering specifications and fire rating (if located on fire hazardous area) / maximum building height and fireplace height, etc.

### **Structural Plans**

- Structural identification of floor framing / roof framing / wall framing / location of shear walls or brace walls and associated schedules.
- Foundation plan / new footing details / connection to existing foundation system / reinforcement. (as applicable)
- Manufactured truss calculations and truss layout plan. (as applicable)

### **Mechanical / Electrical / Plumbing Plans**

- Mechanical Plans - identify all supply and return air registers / HVAC and AC equipment size, location, access.
- Electrical Plans - identify size and location of main and sub-panels / electrical outlet receptacles, switches, light fixtures and types (TR, GFCI, WP, etc.).
- Plumbing Plans - identify size and location of piping / materials / gas piping calculations.

### **Special Inspection & Testing Agreement**

- Two (2) Special Inspection & Testing Agreement forms completed and signed prior to permit issuance (as applicable).  
*Note: The design professional of record (architect or engineer) may perform the required inspections in lieu of a Special Inspection Agency on a case-by-case basis.*

### **Title 24 Energy Compliance**

- Mandatory forms completed and signed.

### **Flood Zone Verification**

- Complete two elevation certificates if the structure is in or within 250 feet of a FEMA flood hazardous zone.

## **Design Criteria**

Butte County has adopted the following codes and amendments:

2019 California Residential Code (2018 IRC)  
2019 California Building Code (2018 IBC) if using engineered parameters  
2019 California Mechanical Code (2018 UMC)  
2019 California Electrical Code (2017 NEC)  
2019 California Plumbing Code (2018 UPC)  
2019 California Fire Code (2018 IFC)  
2019 California Energy Code (2018 Building Energy Standards)  
2019 California Green Building Standards Code  
Title 25- Limited Density Owner Built Rural Dwelling  
Climate zone: 11 or 16. (Click [here](#) to check your climate zone).

For additional design criteria, see our *Design Criteria* handout at the following link:

[http://www.buttecounty.net/Portals/10/Docs/DPC/DP-C-05\\_Building\\_Design\\_Criteria.pdf](http://www.buttecounty.net/Portals/10/Docs/DPC/DP-C-05_Building_Design_Criteria.pdf)

## **Plan Check Time**

Refer to the following link for current plan check times: <http://www.buttecounty.net/dds/Building>

## **Permit Issuance**

The following will be required at time of permit issuance:

- School District fees (for new square footage or additions greater than 500 ft<sup>2</sup>).
- Proof of current contractor's license / Worker's Compensation insurance (for contractors only).
- Outstanding building fee payment.

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a second set on file. The third set will be forwarded to the County's Assessor's Office. (If submitted digitally, a copy of the approved plans will be emailed to the applicant)

## **Questions**

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



Butte County Department of Development Services  
 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)

PLEASE PRINT CLEARLY

PERMIT NO:	FORM NO
	DBP-1
BIN NO:	

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

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

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

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

APPLICANT SIGNATURE AND DATE	
	Date:
Print Name:	

PROJECT LOCATION
APN
Property Address
City Location must not be in the city limits of Chico, Oroville or Paradise, <a href="http://gismaps.buttecounty.net/flexviewer/bcdatasetsearch/index.html">http://gismaps.buttecounty.net/flexviewer/bcdatasetsearch/index.html</a>

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: <a href="http://www.hcd.ca.gov/codes/mhp/HCD">http://www.hcd.ca.gov/codes/mhp/HCD</a> Phone: (916) 255-2501 <b>Is this a Manufactured/Mobile Home (circle one) Yes / No</b>

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

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

APN:

\*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.

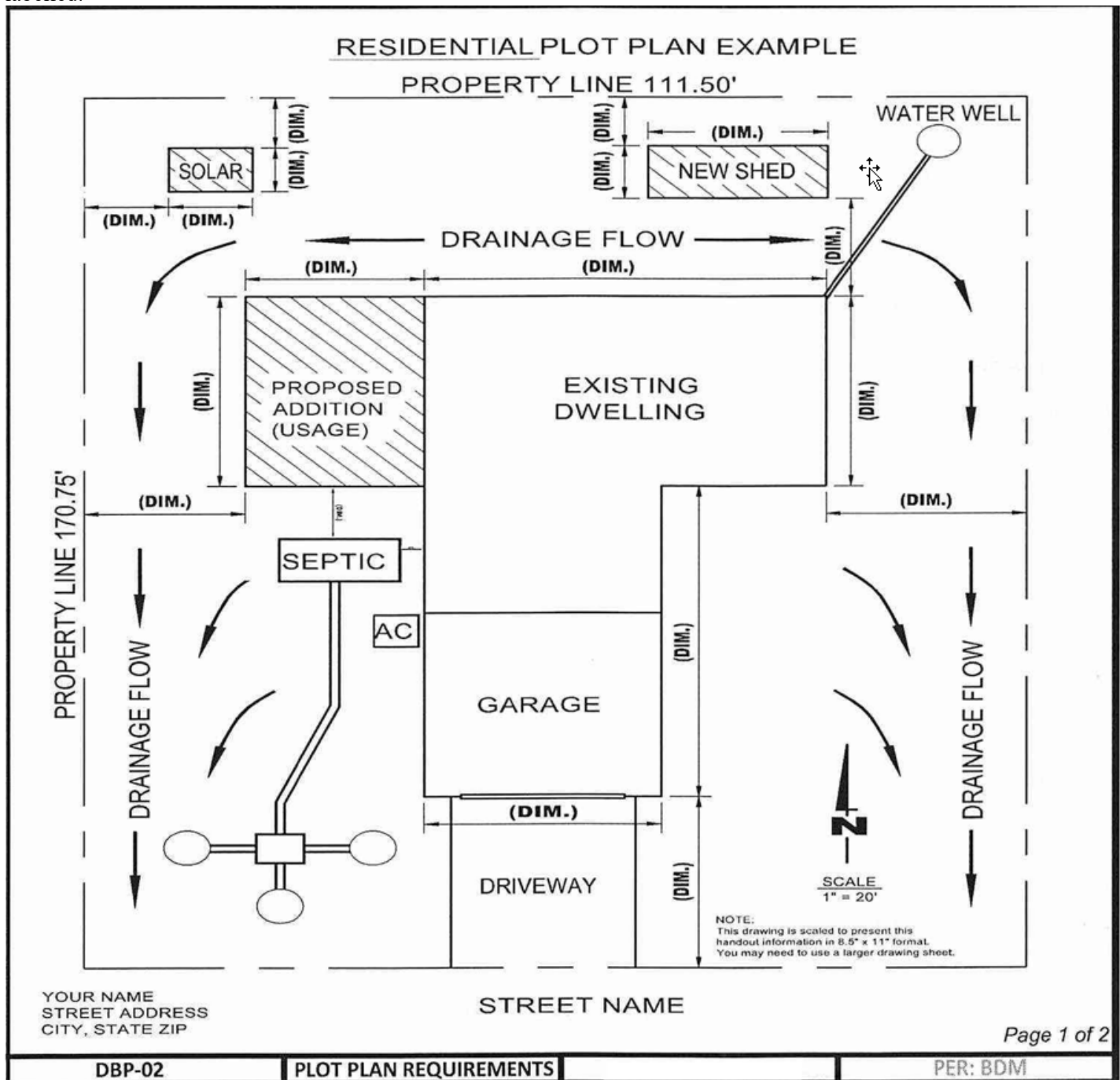


# SITE PLAN REQUIREMENTS

SITE PLAN MUST BE TO SCALE AND INCLUDE THE FOLLOWING INFORMATION:

Site plan must be reviewed by various departments: Building, Planning, Environmental Health, Public Works, CAL Fire, Agricultural Commission, etc. and must include information to satisfy each agencies requirements.

Site plans shall be clearly drawn to scale (i.e. 1"=20' or 1"=40'), with complete dimensions and all items labelled.



# SITE PLAN CHECKLIST

*The following information must be on your site plan before our department can begin processing your application.*

INFORMATION NEEDED FOR COMPLETE MAP	ITEM COMPLETE	ITEM NEEDED	ITEM NOT REQUIRED
Size: The Site Plan must be drawn on minimum 11'x17' material.			
North Arrow, Date and Scale: Use an engineer's scale (i.e., 1" to 20' or 1" to 40', preferred).			
Streets and Easements: Location and names of all streets and easements bordering on the property with access details.			
Property Lines: All property lines or boundary lines of the parcel with dimensions. Boundary monuments must be exposed for inspection			
Existing and Proposed Development. All existing structures (labeled "existing") and any proposed structures (labeled "proposed") with dimensions, square footage and distances from other structures and property lines. The use should be labeled on each structure.			
ACCESS - Parking, Driveways, Bridges: The location, dimensions and surface material of all existing and proposed parking, driveways, and bridges.  Please show SRA Turn Outs, Turnarounds, and include length in all dimensions of access (driveway, bridge, etc.)			
Water Wells: The location of existing and proposed water wells on-site  If public water will be utilized, a "will-serve" letter must be submit from the service provider.			
Sewers and Septic Tanks: The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems  If public sewage disposal will be utilized, a "will-serve" letter must be submit from the service provider for new development.			
Storm Drainage: The location of existing and proposed storm drainage facilities (check with Engineering staff regarding design criteria). If subject to flooding, the 100-year flood elevations must be shown. Indicate any unusual topographic features of the site (e.g. steep slopes, or drainage courses).			
Landscaping: The location of existing and proposed landscaping and trees 6" or greater in diameter (note any trees to be removed). Show all proposed landscaping.			
Signs, Fences, Storage and Trash Enclosures: The location of and height of all existing and proposed signs and fences and the location and dimensions of all open and /or enclosed storage and trash receptacles.			
Grading and Contours need to be shown.			
<b>SITE PLANS MUST BE COMPLETE AND LEGIBLE</b>			
Before applying, check your Site Plan to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Site Plan prior to having copies run.			
Faint prints and light blue lines cannot be accepted because they cannot be reproduced or microfilmed.			