



Residential New Dwelling Unit • Additions • Alterations Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for 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)552-3700 for the addition of new square footage prior to submittal of plans.

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 between 8:00 am to 4:00 pm, Monday through Friday (Wednesdays hours are 8:00 am to 3:00 pm) or by email to dsbuilding@buttecounty.net.

- 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 schedule.
- 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 property is within 250 feet of a flood zone.

Design Criteria

Butte County has adopted the following codes and amendments:

- 2016 California Residential Code (2015 IRC)
- 2016 California Building Code (2015 IBC) if using engineered parameters
- 2016 California Mechanical Code (2015 UMC)
- 2016 California Electrical Code (2014 NEC)
- 2016 California Plumbing Code (2015 UPC)
- 2016 California Fire Code (2015 IFC)
- 2016 California Energy Code (2015 Building Energy Standards)
- Title 25- Limited Density Owner Built Rural Dwelling
- Wind speed design factor: $V_{3s} = 110$ mph, exposure based on geographical location
- Seismic design category: D
- Climate zone: 11 or 16

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 ft²).
- 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
BUILDING PERMIT APPLICATION***

Phone: (530) 538-7601 Fax (530) 538-7785

Website: www.buttecounty.net/dds

Payment of Fees Required at Time of Application

PERMIT NO:	FORM NO
BIN NO:	DBP-1

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

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

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	

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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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



PERMIT CENTER

7 County Center Drive, Oroville, CA 95965

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

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

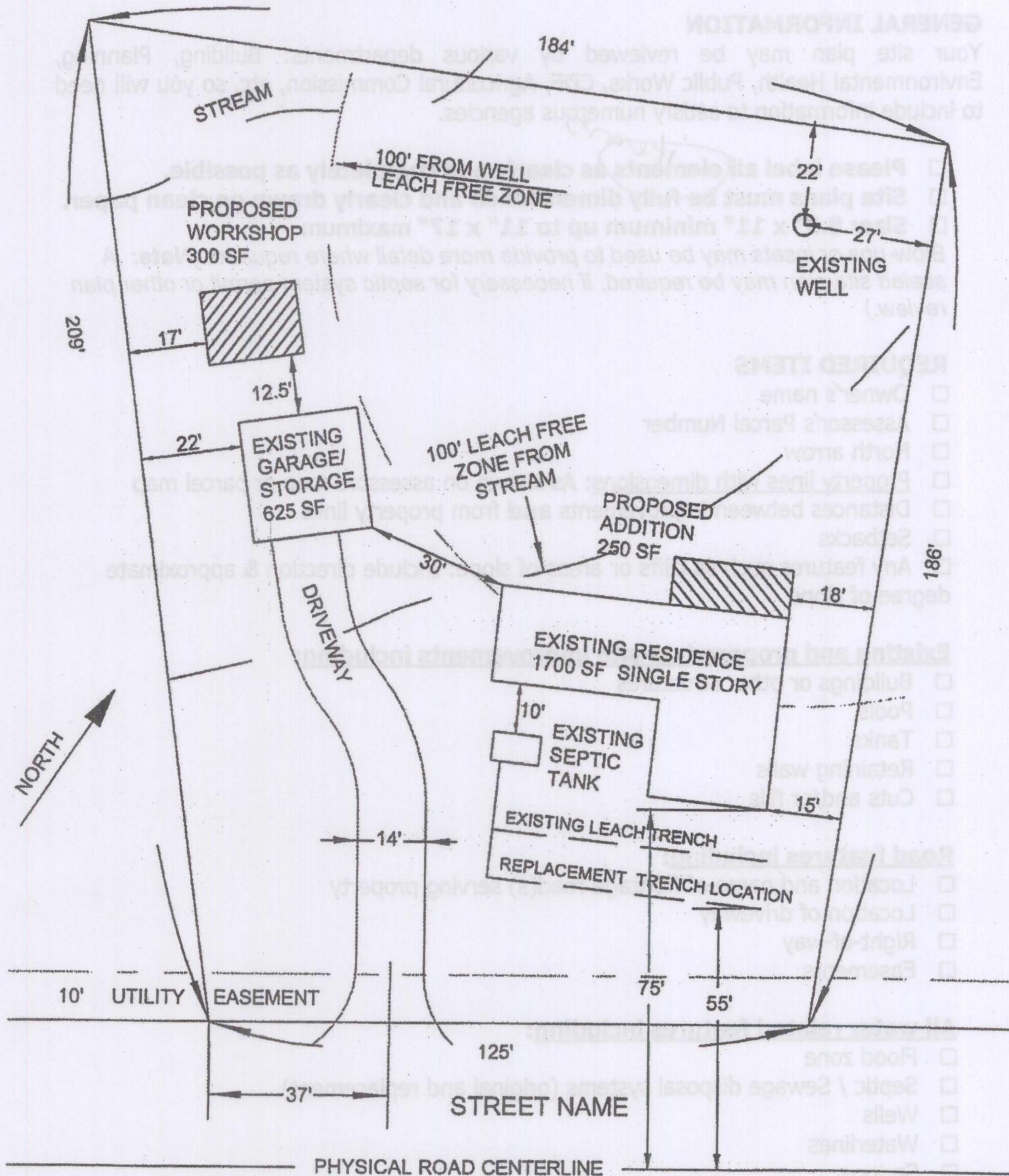
BUTTE COUNTY DEPARTMENT OF DEVELOPMENT SERVICES

Building Division
7 County Center Drive
Oroville, CA 95965

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



SITE PLAN REQUIREMENTS



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-3

SITE PLAN

Assessor's Parcel Number: - -

Permit #: _____

Owner Name: _____ Scale 1" = _____

Address / Phone: _____

Site Location: _____

Contact Name: _____ Phone: _____





**FEE ESTIMATE WORKSHEET FOR
 RESIDENTIAL DWELLINGS**

In order to give an accurate fee estimate we will need the following information. Please complete as much information as possible to allow us to provide the most accurate estimate. **

CONTACT NAME: _____
Are you the owner of the property: _____ *Contractor:* _____ *other:* _____

DAYTIME TELEPHONE NUMBER: _____

EMAIL: _____

OWNER NAME: _____

PROPERTY ADDRESS OR LOCATION: _____

ASSESSORS PARCEL NUMBER (APN): _____

TODAY'S DATE: _____

****SIGNATURE:** _____

****DISCLAIMER**

By signing this document I am aware that it is only to be used as a guide in the calculation of Building Permit type fees. The Department of Development Services, Building Division does not warrant any part of said document. Actual fees may vary at time of Permit issuance based on conditions, and/or scope of work, and/or any newly adopted ordinances/resolutions/law/statute (Federal/State/County/City) and/or the imposition of other fees by City, County, State or Federal. This document does not warrant any fees not falling within the purview of the Department of Development Services, Building Division. This is not an exact document, henceforth; you are encouraged to verify all fees and requirements with the appropriate ordinances/resolutions/codes/laws/statutes before any reliance upon such estimate.

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

Note: We provide the first fee estimate free of charge. However, any additional requests will be charged at our hourly rate (\$127.00) with a minimum charge of \$32.00 for 15 minutes. We will try to provide all fee estimates within 72 hours of receiving this document. Thank you.

Page 2 must be completed in order to receive the requested estimate of permit fees.

PLEASE PROVIDE ALL SQUARE FOOTAGE (SQ FTG) OF PROPOSED SINGLE FAMILY DWELLING AND ANY ATTACHED STRUCTURES:

SFD (Single Family Dwelling) (SQ FTG): _____

Please answer the following questions

Will this be a Permanent Second Dwelling: (Circle one) YES NO

Is this a replacement home: (Circle one) YES NO

Attached Garage Shop/Storage (SQ FTG): _____

Stairs/Landing/Deck/Uncovered Porch Areas (SQ FTG): _____

Covered Porch/Patio/Deck Areas (SQ FTG): _____

Carport/Awnings (SQ FTG): _____

Type of Construction: *(What kind of material will be used for the proposed structure?)*

Wood Framed _____ *Metal Framed* _____ *Masonry/CMU (Concrete Masonry Units):* _____

Other: _____