



Butte County Department of Development Services  
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[www.buttecounty.net/dds](http://www.buttecounty.net/dds)

**FORM NO**  
**DBP-31**

## 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 Ushare via upload to [www.bcds.net/drop](http://www.bcds.net/drop).

- 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.