



Title 25 - Limited Density Owner Built Rural Dwelling Unit Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for a new residential dwelling unit built to our local Limited Density Owner Built Rural Dwelling Ordinance 4146 and 4110. 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.

Verify the following requirements are met:

- The parcel is in Rural Zones in accordance with the current General Plan.
- The parcel is outside the Municipal Spheres of Influence of any City or Town.
- Parcel is 1 acre minimum in size.
- The structure shall be occupied by the owner or owner's family and cannot be sold, rented, leased, or used for employee occupancy for a minimum of 3 years. A deed restriction will be recorded as part of the permit.

Additional Agency Approvals

Planning

Contact the **Planning Division** at (530)552-3701 for land use and setbacks 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.

Butte County Fire

Contact **Butte County 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.

- 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 their designer.
- 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).
- A copy of the grant deed for the property.
- Complete permit application.
- Permit 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.

Cover Sheet and / or Site Plan

- Job address / name and address of owner, contractor and contact person / address, phone number, designer name / 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 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 equipment location and 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 plumbing fixture locations / gas piping calculations.

Special Inspection & Testing Agreement

- Two (2) Special Inspection & Testing Agreement forms completed and signed prior to permit issuance (as applicable).

Flood Zone Verification

- Complete two elevation certificates if the structure is in a FEMA flood hazardous zone.

Design Criteria

Butte County has adopted the following codes and amendments:

2022 California Residential Code (2018 IRC)

2022 California Building Code (2018 IBC) if using engineered parameters

2022 California Mechanical Code (2018 UMC)

2022 California Electrical Code (2017 NEC)

2022 California Plumbing Code (2018 UPC)

2022 California Fire Code (2018 IFC)

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

<https://www.buttecounty.net/DocumentCenter/View/7553/DPC-05-Building-Design-Criteria---CBC-2022-PDF>

Plan Check Time

Refer to the following link for current plan check times: <https://www.buttecounty.net/252/Building>

Permit Issuance

The following will be required at time of permit issuance:

- School District fees
- 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.