



New or Additions to Garages • Shops • Carports Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for new, additions, and alterations to residential garages, shops, and storage buildings. 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.

Restrictions on Accessory Structures

Plans shall show compliance with the Building Matrix for Accessory Uses form [INF-12](#)

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 requirements at (530) 538-7681 for new construction or additions.

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 the designer or stamped and signed by a 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).
- Pre-Construction Debris Form.
- 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.

Plans can be prepared by anyone for residential structures of wood frame construction if the building is not more than two stories. 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.
- Carports shall have at least two open sides.
- Details for occupancy separation elements and fire rating details (when applicable).
- Attic and under floor vent calculations (when applicable).
- Exterior elevations identifying construction materials / wall covering specifications and fire rating (if located on fire hazardous area) / maximum building 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).

Electrical / Plumbing Plans

- Electrical Plans - identify size and location of main and sub-panels / electrical outlet receptacles, switches, light fixtures, and types (GFCI, WP, TR, etc.).
- Plumbing Plans - identify location of plumbing fixtures, size, and location of piping materials.

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.

Design Criteria

Butte County has adopted the following codes and amendments:

2022 California Residential Code
2022 California Building Code
2022 California Mechanical Code
2022 California Electrical Code
2022 California Plumbing Code
2022 California Fire Code
2022 California Energy Code
2022 California Green Building Standards Code
Title 25 - Limited Density Owner Built Rural Dwelling

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>

Flood Zone Verification

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

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:

- 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.