



New Commercial Buildings and Tenant Improvements Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for new commercial building and/or tenant improvements. 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.

Butte Fire

Contact **Butte 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 stamped and signed by the CA licensed professional.

- Two (2) structural calculations sets, stamped and signed by the licensed professional (as applicable).
- Two (2) truss calculations and review letters by the design professional (as applicable).
- Two (2) Special Inspection & Testing Agreement forms completed and signed (as applicable).
- Two (2) Title 24 energy calculation signed by energy designer and owner (as applicable).
- Two (2) geotechnical reports (as applicable).
- Pre-Construction Debris Form.
- Complete permit application.
- Plan check fees payment.

Only plans prepared by a California licensed professional (architect or engineer) will be accepted for commercial projects.

Size

Plans must be drawn to scale, fully dimensioned and legible on minimum 24 x 36 inch paper (e.g., site plan: 1/8" = 1'-0", floor plan: 1/4" = 1'-0") in a concise, detailed and professional manner.

Minimum Plan Requirements

Cover Sheet and / or Site Plan

- Job address / name, address, and phone number of property owner, contractor, contact person / name, address, title, and registration information of project design professional(s) / description of work / applicable codes, type of construction, occupancies / square footage of improvement area / fire sprinkler system / sheet index / etc.
- Site plan identifying location of building / site accessibility elements clearly marked for compliance (e.g., from public transportation to the public sidewalk; from the accessible parking stall to the main entry; at all exterior exit doors; parking details, signage, curb ramps, main entrance, etc.).

Demolition Plan

Plan illustrating area of work to be demolished such as walls (identify structural elements, non-load bearing walls, etc.), T-bar ceiling, mechanical, electrical, plumbing fixtures.

Checklists (Mandatory)

The following must be reproduced on plans:

- Green Building checklist.
- Energy Compliance Forms.
- Any deferred submittal items.

Civil and Landscape Plans (for reference)

- Attach and indicate 'For Reference Only'.

Architectural Plans (drawn to scale)

- Floor Plan - identify all rooms and uses / wall legend / door, window, finish schedules / reflected ceiling plan / architectural details / etc.
- Means of Egress Plan - occupancy calculations / occupancy separations / allowable area analysis / details of fire-rated assemblies / etc.
- Details - stairs / handrails / guardrails / ramps / all accessible elements and fixture clearances / etc.
- Exterior Elevations - identify construction materials / colors / exterior wall covering / building height / etc.
- Roof Plan – roof covering details / roof drain calculations / equipment location / access / etc.

Structural Plans (drawn to scale)

- Floor framing plan.
- Roof framing plan.
- Structural frame details.
- Manufactured truss diagram (two calculation sets stamped and signed by the design professional).
- Foundation plan.
- Structural calculations and details for storage racks over 8-ft in height.
- Structural calculations and anchoring details for equipment greater than 400-lbs.

Mechanical / Electrical / Plumbing Plans

- Mechanical Plans – identify all supply and return air registers / HVAC equipment size and location / fire-smoke dampers / equipment schedule / gas piping calculations.
- Electrical Plans – identify size and location of main and sub-panels / electrical outlet receptacles, switches, lighting fixtures / exit signs / single-line diagram / load calculations (required for major alterations or new buildings).
- Plumbing Plans - size and location of DWV / water and gas supply piping size / material schedule / grease interceptor location and capacity calculations.

Title 24 Compliance

- Complete energy documentation and required calculations / forms filled out, signed, and reproduced on plans.
- Climate Zone: 11 or 16

Fire Protection Systems

Separate plans and permit applications must be submitted directly to the **Butte County Fire Department** at the Butte County Development Services front counter. For specific submittal information please call directly at (530) 538-6320.

Design Criteria

Butte County has adopted the following codes and amendments:

2022 California Building Code (2018 IBC)
2022 California Mechanical Code (2018 UMC)
2022 California Electrical Code (2017 NEC)
2022 California Plumbing Code (2018 UPC)
2022 California Fire Code (2018 IFC)
2022 California Energy Code (2018 Building Energy Standards)
2022 California Green Building Standards Code
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:

<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:
<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).
- 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.