



# City of Oroville

COMMUNITY DEVELOPMENT DEPARTMENT

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## BUILDING DIVISION RESIDENTIAL PLAN CHECK SUBMITTAL GUIDELINES

*Projects with a valuation of over \$52,000.00 (effective on December 15, 2011) are subject to installing curb, gutter and sidewalk at owner's expense. For further information, contact City of Oroville, Public Works Department. (538-2420)*

Plans and Specifications should include the following, if applicable:

- Completed Building Permit Application**
- Three (3) sets of legible building plans signed by the preparer of the plans.** Provide cover sheet, floor plan, elevations, foundation plan, floor framing, roof framing, cross sections, construction details, electrical & Title 24 Energy Plans.

Plans need to be a minimum scale of 1/4" = 1' on a minimum of 11" x 17" paper. Plans prepared by an architect or engineer, including calculations, must be wet-stamped & wet signed by the architect/engineer two (2) wet signed sets required.

- Three (3) site plans**  
Plans need to be a minimum of 11"x17"
- Two (2) sets of Energy Calculations**, wet-signed, if required
- Two (2) sets of Engineered Truss Calculations**, wet-stamped & wet-signed, if required
- Two (2) sets of Structural Calculations**, wet-stamped & wet-signed, if required
- Waste Management Plan** (if applicable to your project)

Pursuant to Ordinance Number 1721, Chapter 11D of the City of Oroville Municipal Code the following projects are required to submit a Waste Management Plan:

1. Residential additions of 100 square feet or more of gross floor area;
  2. Tenant improvements of 500 square feet or more of gross floor area;
  3. New Structures of 500 square feet or more of gross floor area;
  4. Demolition of 100 square feet or more of gross floor area; and
  5. All City public works and City public construction Projects, which are awarded pursuant to the competitive bidding procedure.
- Two (2) Flood Elevation Certificates**, wet-stamped & wet-signed, if required
  - Encroachment Permit** for any work in the City right-of-way, if required.
  - Environmental Health Department Clearance**, if required for septic systems
  - Grading Permit**, include application, if required
  - Prior to release of approved building plans**, a will serve letter(s) will need to be provided to the City for those Utility Services to be provided by either; Thermalito Sewer & Water District, California Water Service, South Feather Water & Power or Lake Oroville Area Public Utility District (LOAPUD).

**Note: Incomplete plans and specifications shall not be accepted for plan check**

Your plans may be routed to other regulatory entities for review, including but not limited to; Community Development Planning Department, Community Development Public Works Department, City of Oroville Parks & Trees & City of Oroville Fire Department. To help expedite your permit, please be responsive to request from the various City departments for any additional materials or requirements.

**PLEASE NOTE:** A plan check review fee is required at the time of submittal of your project. We take payment in the form of cash, check, money order or credit card (visa or master card).

**Notice to Builders:**

In order to comply with many mandated state regulations, provide a complete plan check and expedite the issuance of permits, it is necessary that all required information be submitted. Fill out the entire building permit application in full and submit legible building plans showing all the required data and specifications. Incomplete applications and plans will result in materials being returned and unnecessary delays in the project.

**Notice to Contractors:**

All contractors working within the City limits of Oroville must have a current City of Oroville business license and Certificate of Worker's Compensation insurance, if applicable. If sub-contractors are involved in the construction project then a list of those performing the work must have a current City of Oroville business license and Certificate of Worker's Compensation insurance on file.