

What Do I Need To Do?

Once your appointment is scheduled you will need to bring the following on the day of your scheduled appointment:

- Your design professional (architect or engineer)
- A completed permit application
- Other applicable forms completed (Accessibility Worksheet, Deferred Submittal Form, etc.)
- Three (3) sets of construction plans. See the permit submittal requirements handout and plan review checklists for complete information for what is required on the construction plans.
- Approval from Butte County Environmental Health Department if applicable
- Be prepared to pay the plan review and permit fees



All forms discussed in this brochure are available on the City's website at www.cityoforoville.org.

Frequently Asked Questions

Q. Do I need a licensed California architect or engineer to design and draw my plans?

A. Depending on the size of your project it may need to be designed by a licensed California design professional. Generally projects similar to very minor tenant improvements and residential roof mount solar projects can be designed by unlicensed design professionals. Other tenant improvement projects or nonconventional construction shall be designed by a California licensed architect or engineer.

Q. What are some conditions that can delay my project and how can I prepare for those?

A. Plans that are complete and accurate go through the permit process quickly. Those that have missing items or do not comply with the City's current codes (fire, exiting, accessibility, etc.) will require additional review and revision to the plans. Hiring a professional designer to prepare your design documents is one way to help increase the probability of providing a complete and accurate submittal.

Q. Will there be any additional fees for the over-the-counter review compared to a normal submittal and review project?

A. No. The fees for your project are the same as if you were to submit them through the normal submittal and project review process.

**PLANNING AND DEVELOPMENT
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PROSPERITY FOR ALL**

CITY OF OROVILLE

**PLANNING AND
DEVELOPMENT SERVICES
DEPARTMENT**

OVER-THE-COUNTER PLAN REVIEW BY APPOINTMENT PROGRAM



About the Program

The City of Oroville is required to enforce the California Building and Fire Codes to ensure that the minimum standards of health and life safety are followed. When projects require plans to be submitted for review the process may appear to be time consuming and confusing. In an effort to improve customer service and help local businesses the City of Oroville has developed the Over-the-Counter Plan Review by Appointment Program.

The Over-the-Counter Plan Review by Appointment Program is a program that was created to allow customers, contractors and their designers to schedule appointments with appropriate Planning and Development Services staff to review plans for minor and moderate commercial tenant improvements, residential remodels, demolitions, etc.



Projects that Qualify for the Program

Some examples of projects that may qualify for the program are:

- Interior Commercial Tenant Improvements Less than 1,500sq.ft. for Retail or Business Occupancies
- Interior Residential Kitchen and/or Bathroom Remodels
- Residential Roof Mount Solar
- Patio Covers
- Dry-rot Replacement Projects that Consist of Conventional Framing
- Residential Deck Replacement or Construction
- Small Residential Storage Sheds less than 250sq.ft.

Some examples of projects that do not qualify for the program are:

- Interior Tenant Improvements with Structural Alterations
- Tenant Improvements with a Change of Building Use
- Projects Located in the Downtown Historic Overlay District
- Additions
- New Building Construction
- Projects with Hazardous Materials
- Projects that require other department review (Fire Department, Public Works Department, etc.)

How the Program Works

The program is designed to complete the project plan review and issue the building permit in the same day.

Depending on the complexity and completeness of your submittal documents, the permit may be issued following completion of the plan review. Projects that need corrections will be discussed with you and can be rescheduled for the following week or when all corrections are completed. If all corrections have been resolved, a permit may be issued at that time. Plan on reserving about 1 hour for the appointment; the review may take longer depending on the specific project.

Contact the Building Division at (530) 538-2425 to schedule an appointment. (*preferably two (2) days prior to appointment date*) A Building Division staff member will verify that your project is eligible for the program. Appointments will be scheduled on an hourly basis for Wednesday's between 9:00am-12:00pm. All appointments are on a first come, first serve basis.



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