



Butte County Department of Development Services
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www.buttecounty.net/dds

FORM NO
DBP-77

Billboard and Pole Signs - Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for a new billboard or pole sign. 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

Public Works

Contact the **Public Works Department** for requirements at (530) 538-7681 for new construction or additions.

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 designer or stamped and signed by a licensed professional.
- Three (3) complete site plans.
- Two (2) structural calculations sets, stamped and signed by the licensed professional.
- Two (2) complete Special Inspection & Testing Agreement forms completed and signed by all parties (as applicable).
- Two (2) complete NRCC-LTS-01 energy compliance forms signed (Only if the signs are illuminated)
- Complete permit application.
- Plan check fee payment.

Minimum Plan Requirements

Cover Sheet and / or Site Plan

- Job address / name, address, and phone number of property owner, contractor, designer and contact person / title and registration of design professional / description of work / applicable codes / sheet index / etc.
- Site plan identifying lot and structure location / setback dimensions from new construction to all property lines and other existing buildings / location of easements and utilities / north arrow / etc.

Structural Plans

- Provide structural details of all attachments for the sign and foundation plan per the structural calculations.

Electrical Plans (If signs have electrical)

- Identify location of all equipment and disconnects.
- Single line diagram.

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:

- 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.