



Building Division Update as of 3/20/2020

In accordance with the order for Statewide Shelter in Place, construction has been deemed to be essential critical infrastructure.

Permit Center

Butte County Building Division is moving quickly to adapt to Novel Coronavirus (Covid-19). We have implemented procedures to ensure we are able to maintain our normal turnaround times on plan review and permit issuance. We are experiencing higher call volume and temporary delays while we mobilize staff to work remotely.

To contact our department we ask that you continue to call us at 530.552.3699 or via email at DSBuilding@buttecounty.net. If we are unable to answer your call, please leave a voicemail and we will call you back as soon as possible.

Permit Submittals – We are accepting digital submittals via DSBuilding@buttecounty.net or by Ushare File Drop at the following address:

<http://ushare.buttecounty.net/filedrop/DSBuilding@buttecounty.net>

Please be sure to visit our forms page (<http://www.buttecounty.net/dds/Documents/Building>) to obtain an application (DBP-01) or any other applicable documents relevant to your submittal.

Permit Issuance – Once your permit has been approved, we will issue the permit and send you the approved plans digitally so they can be printed for future inspections.

The Building Division may be contacted to schedule an appointment at 530.552.3699 or via email at dsbuilding@buttecounty.net.

Plan Review

Building Division staff and consultants will continue to review and approve your building plans during the period of our office closure.

Digital Plans:

- Building Division staff and consultants will be reviewing digital plans remotely. Our office closure will not impact the time spent completing reviews.
- If your original plan submittal was in the form of paper plans, you may resubmit in a digital format to expedite approval of your project. Be sure to submit complete sets of plans, calculations, supporting documents, etc. for review.
- Once approved, permit staff will work with the applicant to get the permit issued and a copy of the approved digital plan set will be emailed to the applicant. The applicant will then need to print the plans and have them available during all inspections.
- Digital plan submittals can be done through email at dsbuilding@buttecounty.net or for large set of plans through our UShare at <http://ushare.buttecounty.net/filedrop/DSBuilding@buttecounty.net>

Paper Plans:

- New paper plan submittals will be accepted at this time by appointment.
- Current projects using paper plans that are in the process of being issued may work with the permit center to convert to a digital format or schedule an appointment to obtain their approved set of plans.

Please Note: Submission of paper plans is a less efficient option resulting in longer permit processing and plan review timeframes.

Inspections

We are currently providing inspection for all permits. You may schedule an inspection via our automated IVR system at 530.538.4365, online via etrakit at <https://permits.buttecounty.net/eTRAKIT/>, or by phoning the permit center at 530.552.3699

We ask that you help us reduce the spread of illness through the following safety measures:

- Actively encourage sick employees to stay home
- Provide adequate washing facilities for staff in accordance with [Cal/OSHA guidelines](#)
- Limit the number of personnel on site during the time of inspection
- Please respect and maintain a minimum of 6' for social distancing for work crews when possible and inspection staff

**If inspection of occupied portions of dwelling or business are required, please coordinate with your inspector to complete the inspection via facetime, photo, video, or other approved options. If approved alternative options are not provided by the owner/contractor, inspections will not be provided.

Please stay tuned for updates as we are working to accommodate your needs while doing our part to slow the curve of this virus and keep everyone safe.

Thank you for your patience and understanding.