

APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to do all work in accordance with all Title 50, Chapter 60, Section 104, MCA and ARM 24.301-131 BCP-1 (Rev. 11/25)

*****All incomplete applications will be returned unprocessed*****

LOCATION OF WORK INFORMATION: Accurate LOCATION and OWNER information is required for permitting

Property Address City State Zip

Directions to Property Is job located within city limits? Yes No

County

Name of Building or Business in Building

17 Digit Geocode Parcel Number Lot Block

Size of Property (acres) Section Township Range

PROPERTY OWNER INFORMATION:

Is this a State-owned building? Yes No

Owner Name

Owner Mailing Address City State Zip

Owner Email Owner Phone

GENERAL CONTRACTOR INFORMATION:

Contractor Name License Number

Contractor Mailing Address City State Zip

Contractor Email Contractor Phone

DESIGN PROFESSIONAL INFORMATION:

Design Professional Name Design Professional Email Design Professional Phone

Design Professional Mailing Address City State

PRIMARY CONTACT DURING THE APPLICATION PROCESS Owner Contractor Design Professional

TYPE OF WORK New Addition Reroof Emergency Change of Use Alteration Moved Building Fire Suppression Other

OTHER WORK BEING DONE ON SITE Boiler Elevator Plumbing Electrical Mechanical HVAC

Project valuation New Floor Area (SF) Existing Floor Area (SF) Total Building Area (SF)

Provide a detailed description of the project's use and occupancy below:

PLAN SUBMITTAL REQUIREMENTS: Plans and specifications must be drawn to scale and must clearly indicate the location, nature, and extent of the work proposed. They must also show in detail that it will conform to the provisions of the International Building Code. **PLEASE SEND THE PLANS ELECTRONICALLY THAT SHALL INCLUDE:**

1. **A site plan** locating the proposed building and any existing buildings on the property, and showing distances to property lines, streets, roads, alleys, and the existing buildings on the property. If required, a handicap accessible route and parking space(s) must also be shown on the site plan.
2. **A dimensional floor plan** showing interior and exterior walls, opening location and size, operating windows, door swings, door hardware, room or area uses, exit sign locations, and handicapped toilet rooms.
3. **Identification of the use of each room or area** of the building, with a list of materials or supplies to be used or stored, and a description of any product to be manufactured or service to be performed.
4. **A dimensioned typical section** through the structure showing footings, foundations, walls, floors, ceilings, roof materials, and details. The roof and floor framing plans must show size and spacing of all members.
5. **Seal and certification of a licenses Montana Designer** for the roof trusses used, and for footing/ foundation designs that are not in compliance with the code, such as slab on grade.
6. **Materials specifications** as appropriate, for example, roofing materials, sheetrock type and thickness, door type and rating, etc.
7. **All building insulation R-values** and description of heating and ventilation equipment and combustion air provisions, along with the capacities of the equipment. Plans must demonstrate compliance with the International Energy Conservation Code, as adopted by the State of Montana. Submittal of ComCheck energy compliance tool is an acceptable demonstration of compliance.

Signature:

Print:

Date:

BY EXECUTING THIS APPLICATION, THE APPLICANT ACKNOWLEDGES AND AGREES THAT: 1. The information supplied is true and correct. 2. The proposed project may be subject to other laws and regulations including but not limited to **local zoning ordinances and flood zone requirements**. 3. Issuance of a building permit is provisional. That is, such permit is conditioned on the plans and specifications submitted and approved and does not extend to any changes without the express written consent of the Bureau. 4. **Do not send fees with the submittal, unless you have been assigned a project number.** 5. Separate plumbing, electrical and mechanical permits may also be required. It is the sole duty of the applicant to obtain these. 6. Construction of the proposed project may not be started by any person until a building permit is issued. The building may not be used or occupied by any person until approved by the Bureau.

MAIL TO: DEPARTMENT OF LABOR & INDUSTRY | BCB | PO BOX 200517 | HELENA, MT 59620-0517

PHONE: (406) 841-2056 | You can also apply online at <https://aca-prod.accela.com/bcb/>