

# 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. 10/19)

\*\*\*All Incomplete Applications will be Returned Unprocessed\*\*\*

**LOCATION OF WORK** Accurate LOCATION and OWNER information is required for permitting.

Property Address \_\_\_\_\_ City \_\_\_\_\_ State **MT** Zip \_\_\_\_\_

Directions to property \_\_\_\_\_

County \_\_\_\_\_ Is job located inside city limits? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Name of Building or Businesses in building**

17 digit GEOCODE \_\_\_\_\_ Parcel Number \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Size of Property (acres) \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

**Property Owner's Name**

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**General Contractor** \_\_\_\_\_ License Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Design Professional** \_\_\_\_\_ License Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Type of Work**

**Primary Contact**

Provide detailed description of the project use and occupancy before application is accepted

\*\*\*\*This information must be submitted\*\*\*\*

- Addition  Owner  
 ReRoofing  General Contractor  
 Other  Designer  
 Emergency Repair  
 Fire Suppression  
 Change of Use  
 New Construction  
 Moved Building  
 Alteration/Remodel

**PLAN SUBMITTAL REQUIREMENTS:** Plans and specifications must be drawn to scale upon substantial paper, must clearly indicate the location, nature, and extent of the work proposed, and must show in detail that it will conform to the provisions of the International Building Code.

**PLANS 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 **dimensioned 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 and roof materials, and details. The roof and floor framing plans must show size and spacing of all members.
- 5 **Seal and Certification of a Licensed Montana Designer** for the roof trusses used, and for footing/foundation designs that are not in compliance with the code, such as a 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 acceptable demonstration of compliance.

**Other Work Being Done On Site**

Boiler  Elevator  Plumbing  
 Electrical  Mechanical  HVAC

**PROJECT VALUATION**

\$

New Floor Area	<input type="text"/>	SF
Existing Floor Area	<input type="text"/>	SF
Total Building Area	<input type="text"/>	SF

**PLEASE ELECTRONICALLY SEND PLANS AS THESE ARE PREFERRED**

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.

Make checks payable to: **Building Codes Bureau**

**NOTE: If the property cannot be properly identified, your application will not be processed.**

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

PHONE (406) 841-2056 You can also apply online at ebiz.mt.gov