

Commercial Building Plan Review Submittal Requirements

Provide the following documents to apply for a building permit online at ebiz.mt.gov

- pdf files (50 MB max per file) uploaded to site, or e-mailed to buildingcodes@mt.gov
- All type fonts **legible** and 1/8" minimum
- All pages should be oriented consistently.

Proposal

- Project address: _____
- Description of Project (check appropriate box)
 - New Building
 - Addition to an Existing Building
 - Other _____
 - Reroof
 - Interior Remodel
- IBC Building Construction Type (if known)
 - Type IA
 - Type IIA
 - Type IIIA
 - Type IV
 - Type VA
 - Type IB
 - Type IIB
 - Type IIIB
 - Type VB
- Dimensions of Building Footprint: _____ (sq. ft.)
- Building Height: _____ (ft.)
- Number of Stories: _____

Existing Structure(s)

If addition to building is proposed, please identify existing features and added features

Existing:	(sq. ft.)	New Added:	(sq. ft.)
Existing Bathroom(s):		New Proposed Bathroom(s):	
Existing Area (sq. ft.):		New Proposed (sq. ft.):	
Existing Occupant Load:		New Occupant Load:	

ADA Accessibility Improvements: _____

Site Plan

- Aerial picture or drawing with streets and buildings onsite labeled.
- Identify the distance between property lines and buildings.
- Identify adjacent buildings and features within 30 feet of building(s), include building footprints and uses if known.
- Identify vehicular and pedestrian access, and number and location of parking stalls.

Floor Plans

- Building floor plans of each level with room use identified including:
 - Window and Door Schedule with U-values, and egress or safety glazing identified
 - Mechanical equipment location(s)
 - Attic and crawl space access
 - Smoke/carbon monoxide detectors
 - Stair section (if applicable)
 - Rise and run, headroom height and width, and landings
 - Handrail and guardrail location and height
 - Wall Section(s)
 - Roof Framing
 - Water Line Isometric
 - Floor Framing
 - Truss Drawings
 - Electrical Plan
 - Ventilation
 - Foundation Plan
 - Egress Plan

Elevation Drawings

- Height dimensions (overall from grade and floor-to-floors) of all four sides

Energy Requirements: ResCheck or ComCheck

- <https://www.energycodes.gov/rescheck>
- <https://www.energycodes.gov/comcheck>