

Building Permit Application Requirements

Commercial, Industrial, Multi-Family: New Construction, Addition, Tenant Improvement, Renovation, Shell Only

All plan and electronic submittals, including fire suppression and site civil submittals, shall be submitted to the Planning and Community Development Department. Applications with submittal information determined incomplete will be returned to the applicant. Only submittals that are determined complete will be accepted into the building permit process for review. The City will not store or hold incomplete plans. The time required to conduct reviews will depend on the completeness of the information the City receives in the plans.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that they will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the Building Official. (IBC 107)

ALL SUBMITTALS MUST BE APPROVED PRIOR TO ISSUANCE OF BUILDING PERMIT AND START OF CONSTRUCTION.

THIS CHECKLIST IS NOT INTENDED TO COVER ALL CIRCUMSTANCES; DEPENDING ON THE SCOPE AND COMPLEXITY OF YOUR PROJECT, ADDITIONAL INFORMATION MAY BE REQUIRED

Completeness Checklist (One electronic copy of all submittals is required)		Req.	App.	Staff
Building Permit	<p>Application shall be completed in full and provide a main point of contact. A complete application includes:</p> <ul style="list-style-type: none"> A letter from the building/property owner or agent authorizing work to be done. A completed Utility Locate Form (Complete no more than 30 days prior to issuance of building permit) <p>A fee schedule may be requested from the Building Division at 406-455-8430 or on the City website.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Project Address	<p>Mapping & Addressing shall review the plans for proper addressing. Addresses must be assigned prior to building permit application submittal. Contact City of Great Falls, Mapping & Addressing at 406-455-8437 for verification of existing or new addresses.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Review Board	<p>If applicable, plans have been submitted and/or approved by the Design Review Board. Building permit shall not be issued until approval has been obtained.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geo-tech Soils Report	<p>Three (3) complete reports signed and stamped by a State of Montana licensed design professional are required to be submitted. Report shall coordinate with foundation design and be project specific. Plans will not be accepted until GEO-Tech Soils report is submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust Control Plan And SWPPP	<p>A Dust Control Plan shall be required for all projects except for interior remodels. The Dust Control Plan form is available at the Planning and Community Development Department or found on City of Great Falls website.</p> <p>Stormwater Pollution Prevention Plan (SWPPP) is required for all projects equaling and over 10,000 sq ft of disturbance. See Erosion Control Plan Checklist requirements. For additional information and questions call the Environmental Division at 406-727-8390.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
City/County Health Department (Where applicable)	<p>Plan review by City/County Health Department is separate from the building plan review. Plan layout must show all restaurant equipment, coolers, exhaust hoods, etc; as well as all plumbing fixtures. Contact City/County Sanitarian that is performing plan review at 406-454-6950.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commercial Building Permit Set Submittal Requirements

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Submit three (3) full sets for building permit review to the Planning and Community Development Department.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that they will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the Building Official. (IBC 107)

The time required to conduct reviews will depend on the completeness of the information the city receives in the plans.

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Commercial Plan Submittal Technical Review		Staff
Cover Sheet	<ul style="list-style-type: none"> ▪ Vicinity map, land use zoning, north arrow ▪ Table of contents ▪ Specify if protected by fire sprinkler & fire alarm systems 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Code Analysis	<ul style="list-style-type: none"> ▪ CODE ANALYSIS which includes allowable area calculations, number of stories, height of building, type of occupancy, total occupant load, type of construction, area of building & fire areas ▪ If IEBC is used, include Alteration Level 	<input type="checkbox"/> <input type="checkbox"/>
Civil, Site, Grading, and Utility Plan	<ul style="list-style-type: none"> ▪ It shall be the sole responsibility of the owner /contractor /authorized agent to determine and locate in the field and show on plans any applicable easements, gas, sanitary sewer, utility lines or other obstructions to construction ▪ Scale shall be a minimum of 1"=20'-0" prior to and after photocopying ▪ Show all property lines with dimensions ▪ Show all setbacks (front, rear and all sides), dimensioned in feet and inches ▪ Show all easements, accesses and right-of-ways ▪ Show all sidewalks, curb & gutter ▪ Show building footprints including porches, exterior stairs, chimneys, etc. ▪ Show detailed elevation of foundation relative to the curb & gutter ▪ For sloped lots, show existing slopes and proposed slopes ▪ Show drainage and retention of storm drainage on lot. ▪ Show designated "Fire Department Access Roadways" with adjoining streets ▪ Show "Fire Hydrant(s)" location on plans ▪ Show all parking stalls with dimensions including number of parking stalls ▪ Show accessible parking spaces with accessible parking signage ▪ Show on site sidewalks and ramps including grade and cross-slope. ▪ Show locations of trash & collection areas including screening ▪ Show location of all retaining walls (walls greater than 4 feet in height from bottom of footing to top of wall shall include structural details) ▪ All drawings Shall be stamped by a State of Montana licensed design professional 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Demolition Plan (where applicable)	<ul style="list-style-type: none"> ▪ Contact the Building Division for specific project requirements ▪ Contact the Engineering Division for abandoned service lines and inspections 	<input type="checkbox"/> <input type="checkbox"/>

Commercial Building Permit Set Submittal Requirements (Continued)

Commercial, Industrial, Multi-Family: New Construction, Addition, Tenant Improvement, Renovation, Shell Only

Commercial Plan Submittal Technical Review (continued)		Staff
Landscape Plan (where applicable)	<ul style="list-style-type: none"> ▪ Requirements found in OCCGF, Title 17, Chapter 44 Landscaping ▪ Show plant schedule, with common and botanical name of material, number of each species and size of material proposed and seeding specifications if applicable ▪ Show types of ground cover (bark mulch, rock mulch, sod or seeding, etc.) ▪ Irrigation plan, including backflow preventer (location of head underground) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Photometric Plan (Exterior Lighting)	<ul style="list-style-type: none"> ▪ Shall be separate submittal from the electrical plan. ▪ Requirements found in OCCGF, Title 17, Chapter 40, exhibit 40-1 Outdoor Lighting ▪ Show all foot candles with chart showing maximum average light level, see exhibit 40-1 Outdoor Lighting ▪ Fixture specifications shall be submitted if not previously approved during Design Review Board process ▪ Shall match the electrical plans 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Accessibility Review	<ul style="list-style-type: none"> ▪ Projects will not be reviewed for compliance with the Americans with Disabilities Act of 1990 (ADA) since the City is not responsible for assuring compliance with the ADA. The project will be reviewed based upon the accessibility requirements of the currently adopted edition of the International Building Code and International Code Council/American National Standard Institute-A117.1. ▪ ALL projects affecting primary function areas, restrooms, accessible routes, public facilities, parking, etc. shall be included on completed architectural/structural plans. ▪ Show accessibility details conforming to the current adopted editions of the International Codes and the ICC/ANSI A117.1 for service areas, restrooms, break rooms, drinking fountains, etc., including locations of fixtures, grab bars, counter top heights, signage, and other amenities required to be accessible. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Structural Plans with Specifications (plans shall be stamped and signed by a State of Montana licensed design professional)	<ul style="list-style-type: none"> ▪ Structural plans may be deferred with pre-approval from the Building Department only ▪ Provide a Statement of Special Inspection in accordance with IBC 1705 and identify all special inspections on plans ▪ Show footings, piers, grade beams, helical piers with reinforcement details ▪ Show difference in elevations, hold down types and locations, bolt details for anchor bolts or other anchors ▪ Show wall framing with bracing details ▪ Show structural building sections ▪ Actual weight of all rooftop equipment shall be printed on the plans ▪ Show floor framing plan with details ▪ Show roof framing plan with details ▪ Submit truss certificates. Deferred submittal may be accepted if pre-approved by the Building Division. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Commercial Building Permit Set Submittal Requirements (Continued)

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Commercial Plan Submittal Technical Review (continued)		Staff
<p>Plumbing (plans shall be stamped and signed by a State of Montana licensed design professional)</p>	<ul style="list-style-type: none"> ▪ Plumbing shall be sized and printed on the plans ▪ Show location of all plumbing fixtures ▪ Fixture schedule, shall be printed on the plans ▪ Isometric drawings may be requested for complex systems as determined by the plans examiner or inspector ▪ Show location of kitchen pre-treatment equipment ▪ Show location of all grease interceptor(s) and size ▪ Show roof and overflow drain lines and sizes ▪ Show independent supply line for chemical dispensers in janitorial closets or kitchens that shall be backflow protected ▪ Show backflow preventer(s) locations and type of backflow assemblies on plan ▪ Show all medical gas systems on plans (if applicable) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Electrical (plans shall be stamped and signed by a State of Montana licensed design professional)</p>	<ul style="list-style-type: none"> ▪ Fixture schedule shall be printed on the plans ▪ Show service size and location of outside disconnect ▪ Show a one (1) line diagram of service, metering details and sub-panels ▪ Show panel locations, sizes and schedule ▪ Show outlet layout ▪ Show lighting and switch layout ▪ Show fixture schedule on plans ▪ Show exit signage with locations and specify direction, where applicable ▪ Show emergency lighting with locations, type, power source and height, etc. ▪ Show standby and emergency power source ▪ Show locations of ground-fault-circuit-interrupters, arc-fault, ground fault and any other protection ▪ Show hazardous locations and specify wiring methods including details of seal-offs, materials, etc. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>