# **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. <u>Applications with submittal information determined incomplete will be returned to the applicant.</u> 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

<b>Completeness Chec</b>	klist (One electronic copy of all submittals is required)	Req.	App.	Staff
Building Permit	Application shall be completed in full and provide a main point of contact. A complete application includes:			
	• 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)			
	A fee schedule may be requested from the Building Division at 406-455-8430 or on the City website.			
Project Address	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.			
Design Review Board	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.			
Geo-tech Soils Report	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.			
Dust Control Plan And SWPPP	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.			
	Stormwater Pollution Prevention Plan (SWPPP) is required for all projects equaling and over <b>10,000 sq ft</b> of disturbance. See Erosion Control Plan Checklist requirements. For additional information and questions call the Environmental Division at 406-727-8390.			
City/County Health Department (Where applicable)	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.			

# **Building Permit Application Requirements**

Completeness Chec	klist (Continued)	Req.	App.	Staff
Building Permit Plan Set	Required items on this list shall be included on the plans in order for the City of Great Falls Building Division to review the plans:			
	• Three (3) complete sets shall be stamped and signed by a State of			
	<ul> <li>Montana Licensed Design Professional.</li> <li>Cover sheet data information</li> <li>Building CODE ANALYSIS (Can be included on cover sheet)</li> <li>Civil drawings, including overall site plan, grading and utility plans</li> <li>Mechanical, Plumbing, Electrical, Architectural and Energy Code Analysis</li> </ul>			
	<ul> <li>Site Accessibility Requirements</li> <li>Photometric Plan - where applicable</li> <li>Landscape Plan - where applicable</li> <li>Minimum paper size shall be 11" X 17", but must be legible</li> <li>Plans shall be drawn to a scale before or after photocopying</li> <li>Plans shall be marked "Building Permit Set"</li> </ul>			
	Plan review may require additional information. Redlining plans is not acceptable and no loose sheets will be accepted or attached to the plans at the counter.			
Public Works Submittals	Required items in this list corresponding to the project type are required to be submitted in addition to the Building Permit Plan Set.			
	Public Improvements - (No Subdivision) Submittal can be combined with the applicable building/paving project requirements			
	• Three (3) Copies of Civil Plans and Specifications. All plans must be			
	<ul> <li>prepared by a Montana licensed Professional Engineer</li> <li>One (1) Copy of all Design Reports (Geotechnical Report, Pavement and Roadway Design, Storm Drainage Manual, Sanitary Sewer &amp; Water Design Reports)</li> </ul>			
	<ul> <li>Copy of Easements/Right-of-Way Documents for Public Infrastructure. Include check payable to Cascade County for the cost of the filing and recording fees.</li> </ul>			
	<ul> <li>Copy of MS-4 Post-Construction Stormwater Management Plan Checklist and its required contents</li> </ul>			
	<ul> <li>Original letter from the Developer certifying that they will be responsible for the costs associated with full-time Construction Inspection</li> </ul>			
	Building/Paving Projects ≥ 15,000 ft Impervious Area			
	<ul> <li>Three (3) Copies of Site Civil Plans. Plans must include site layout, grading/drainage, utilities, sidewalks and pavement</li> <li>One (1) Copy of all Design Reports (Geotechnical Report, Design Senitary Server &amp; Water Design</li> </ul>			
	<ul> <li>Pavement and Roadway Design, Sanitary Sewer &amp; Water Design Reports)</li> <li>Copy of the Storm Drainage Plans and Design Report. The Plans</li> </ul>			
	and Report shall be prepared by a Montana licensed Professional Engineer and shall be in accordance with the City's Storm Drainage Design Manual			
Effective Date: 5/2019	<ul> <li>Copy of Maintenance Agreement for Privately Owned Stormwater Management Facilities</li> </ul>			

# **Building Permit Application Requirements**

Completeness Che	cklist (Continued)	Req.	App.	Staff
Public Works Submittals	Copy of final MS-4 Post-Construction Stormwater Management     Plan Checklist and its required contents			
(Continued)	<ul> <li>Copy of wastewater Industrial Pretreatment Survey and/or Industrial Pretreatment Permit application and fee, as applicable</li> </ul>			
	<ul> <li>Copy of mechanical\plumbing plan and profile, restaurant equipment; as well as, all plumbing fixtures and specification for Fats Oils and Grease control best management practices for Food Service Establishments, coffee shops and kiosks and other facilities deemed applicable</li> </ul>			
	• Copy of proposed best management practices to meet the industrial pretreatment dental amalgam rule, as applicable.			
	<ul> <li>Original letter from the Developer certifying that they will be responsible for the costs associated with full-time Construction Inspection</li> </ul>			
	<ul> <li>Copy of the Plat and/or COS and/or documents for any Easements needed</li> </ul>			
	<ul> <li>Building/Paving Projects &lt; 15,000 ft Impervious Area</li> <li>Three (3) Copies of Site Civil Plans. Plans shall include site layout, grading/drainage, utilities, sidewalks and pavement</li> </ul>			
	<ul> <li>Copy of wastewater Industrial Pretreatment Permit Application and application fee, as applicable</li> </ul>			
	<ul> <li>Copy of mechanical\plumbing plan, profile and specification for Fats Oils and Grease control best management practices for Food Service Establishments, coffee shops and kiosks and other facilities deemed applicable</li> </ul>			
	<ul> <li>Copy of proposed best management practices to meet the industrial pretreatment dental amalgam rule, as applicable</li> </ul>			
	<ul> <li>Copies of the Storm Drainage Plans and Design Report, Maintainace Agreement for Privately Owned Stormwater Management Facilities and all other Design Reports if required</li> </ul>			
	<ul> <li>Original letter from the Developer certifying that they will be responsible for the costs associated with full-time Construction Inspection</li> </ul>			
	For additional information and questions call the Engineering Division at 406-771-1258 and the Environmental Division at 406-727-8390.			
Fire Suppression & Alarm Requirements	Require separate application from the building permit. Applications for fire suppression, hood suppression and alarm systems may be found online at: <u>https://greatfallsmt.net/planning/fire-alarm-and-sprinkler-permit-application</u> . Four (4) complete sets of fire sprinkler, hood suppression systems, alarm plans along with product details and all calculations shall be submitted. Plans must include:			
	<ul> <li>Fire sprinkler riser detail and location</li> <li>Backflow preventer, type, size, make, model and location</li> <li>Fire suppression and alarm plans may be deferred by pre-approval from the Building Division only.</li> </ul>			

### **Commercial Building Permit Set Submittal Requirements**

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

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.

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

<b>Commercial Plan S</b>	ubmittal Technical Review	Staff
Cover Sheet	<ul> <li>Vicinity map, land use zoning, north arrow</li> <li>Table of contents</li> <li>Specify if protected by fire sprinkler &amp; fire alarm systems</li> </ul>	
Code Analysis	<ul> <li>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 &amp; fire areas</li> <li>If IEBC is used, include Alteration Level</li> </ul>	
Civil, Site, Grading, and Utility Plan	<ul> <li>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</li> <li>Scale shall be a minimum of 1"=20'-0" prior to and after photocopying</li> <li>Show all property lines with dimensions</li> <li>Show all setbacks (front, rear and all sides), dimensioned in feet and inches</li> <li>Show all easements, accesses and right-of-ways</li> <li>Show all sidewalks, curb &amp; gutter</li> <li>Show building footprints including porches, exterior stairs, chimneys, etc.</li> <li>Show detailed elevation of foundation relative to the curb &amp; gutter</li> <li>For sloped lots, show existing slopes and proposed slopes</li> <li>Show drainage and retention of storm drainage on lot.</li> <li>Show designated "Fire Department Access Roadways" with adjoining streets</li> <li>Show all parking stalls with dimensions including number of parking stalls</li> <li>Show all parking spaces with accessible parking signage</li> <li>Show locations of trash &amp; collection areas including screening</li> <li>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)</li> <li>All drawings Shall be stamped by a State of Montana licensed design professional</li> </ul>	
Demolition Plan (where applicable)	<ul> <li>Contact the Building Division for specific project requirements</li> <li>Contact the Engineering Division for abandoned service lines and inspections</li> </ul>	

## **Commercial Building Permit Set Submittal Requirements (Continued)**

Commercial Plan Su	Ibmittal Technical Review (continued)	Staff
Landscape Plan (where applicable)	<ul> <li>Requirements found in OCCGF, Title 17, Chapter 44 Landscaping</li> <li>Show plant schedule, with common and botanical name of material, number of each species and size of material proposed and seeding specifications if applicable</li> <li>Show types of ground cover (bark mulch, rock mulch, sod or seeding, etc.)</li> <li>Irrigation plan, including backflow preventer (location of head underground)</li> </ul>	
Photometric Plan (Exterior Lighting)	<ul> <li>Shall be separate submittal from the electrical plan.</li> <li>Requirements found in OCCGF, Title 17, Chapter 40, exhibit 40-1 Outdoor Lighting</li> <li>Show all foot candles with chart showing maximum average light level, see exhibit 40-1 Outdoor Lighting</li> <li>Fixture specifications shall be submitted if not previously approve during Design Review Board process</li> <li>Shall match the electrical plans</li> </ul>	
Accessibility Review	<ul> <li>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 require- ments of the currently adopted edition of the International Building Code and In- ternational Code Council/American National Standard Institute-A117.1.</li> <li>ALL projects affecting primary function areas, restrooms, accessible routes, public facilities, parking, etc. shall be included on completed architectural/structural plans.</li> <li>Show accessibility details conforming to the current adopted editions of the Inter- national 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.</li> </ul>	
Structural Plans with Specifications (plans shall be stamped and signed by a State of Montana licensed design pro- fessional)	<ul> <li>Structural plans may be deferred with pre-approval from the Building Department only</li> <li>Provide a Statement of Special Inspection in accordance with IBC 1705 and identify all special inspections on plans</li> <li>Show footings, piers, grade beams, helical piers with reinforcement details</li> <li>Show difference in elevations, hold down types and locations, bolt details for anchor bolts or other anchors</li> <li>Show wall framing with bracing details</li> <li>Show structural building sections</li> <li>Actual weight of all rooftop equipment shall be printed on the plans</li> <li>Show roof framing plan with details</li> <li>Submit truss certificates. Deferred submittal may be accepted if pre-approved by the Building Division.</li> </ul>	

### **Commercial Building Permit Set Submittal Requirements (Continued)**

<b>Commercial Plan S</b>	ubmittal Technical Review (continued)	Staff
Pre-Fabricated Steel Buildings	<ul> <li>Erection Plans shall be marked <i>'FOR CONSTRUCTION"</i> and stamped by a State of Montana licensed professional</li> <li>Deferred submittal may be accepted if <u>pre-approved</u> by the Building Division and there is direct correlation shown between the foundation and building design</li> </ul>	
Architectural (plans shall be stamped and signed by a State of Montana licensed design pro- fessional)	<ul> <li>Specify the intended use of the building and list different occupancies on the plans</li> <li>Show egress plan, occupant load and travel distance for each floor.</li> <li>Identify all elements of the means of egress system (i.e. corridor, exit enclosures, etc.) for each floor</li> <li>Show labeling and usage of all rooms</li> <li>Show roof plans, elevations, and wall sections</li> <li>Show all components of thermal envelope</li> <li>Show cross-sections, at least one (1) in each direction.</li> <li>Show door and window schedule with all associated hardware</li> <li>Show fire-resistance-rated assembly details at shafts, vertical exit enclosures, corridors, etc. Specify UL listings</li> <li>Show all stair and shaft details including interior changes of elevations</li> <li>Show landings, risers, treads, hand and guardrails, etc.</li> <li>Show acoustical ceiling installation layout including an approved ceiling system and current ICC evaluation services report</li> <li>Show fire sprinkler riser and stand pipe location</li> <li>Show emergency generator and fuel tank location (may be omitted on civil plans if one or both are installed outdoors).</li> </ul>	
Energy Code Analysis (incorporated into plans)	<ul> <li>COMcheck analysis printed on plans, if used</li> <li>Lighting fixture schedule printed on plan (fixture type, wattage, ballast bulb type, fixture count and switching requirements</li> <li>Mechanical energy compliance printed on plan</li> <li>Heating and cooling load calculation printed on plan.</li> </ul>	
Mechanical/Gas (plans shall be stamped and signed by a State of Montana licensed design pro- fessional)	<ul> <li>Show locations of HVAC equipment</li> <li>Mechanical equipment schedule shall be printed on plans</li> <li>Gas piping shall be sized and printed on plans</li> <li>Show medium and low pressure gas piping locations</li> <li>Show supply and return duct locations</li> <li>Show fire and smoke damper locations with "listed" assemblies</li> <li>Show exhaust hood(s) and duct locations in the kitchen</li> <li>Show a detailed layout of all restaurant/bar equipment</li> <li>Restaurant/bar equipment schedule shall not be deferred</li> <li>Restaurant/bar equipment schedule shall be printed on plans</li> <li>Include a food menu for the establishment</li> <li>Show access to mechanical equipment on roof</li> <li>Show required guardrails around all equipment next to a fall zone greater than 30"</li> </ul>	

## **Commercial Building Permit Set Submittal Requirements (Continued)**

<b>Commercial Plan S</b>	ubmittal Technical Review (continued)	Staff
Plumbing (plans shall be stamped and signed by a State of Montana licensed design pro- fessional)	<ul> <li>Plumbing shall be sized and printed on the plans</li> <li>Show location of all plumbing fixtures</li> <li>Fixture schedule, shall be printed on the plans</li> <li>Isometric drawings may be requested for complex systems as determined by the plans examiner or inspector</li> <li>Show location of kitchen pre-treatment equipment</li> <li>Show location of all grease interceptor(s) and size</li> <li>Show roof and overflow drain lines and sizes</li> <li>Show independent supply line for chemical dispensers in janitorial closets or kitchens that shall be backflow protected</li> <li>Show backflow preventer(s) locations and type of backflow assemblies on plan</li> <li>Show all medical gas systems on plans (if applicable)</li> </ul>	
Electrical (plans shall be stamped and signed by a State of Montana licensed design pro- fessional)	<ul> <li>Fixture schedule shall be printed on the plans</li> <li>Show service size and location of outside disconnect</li> <li>Show a one (1) line diagram of service, metering details and sub-panels</li> <li>Show panel locations, sizes and schedule</li> <li>Show outlet layout</li> <li>Show lighting and switch layout</li> <li>Show fixture schedule on plans</li> <li>Show emergency lighting with locations, type, power source and height, etc.</li> <li>Show standby and emergency power source</li> <li>Show locations of ground-fault-circuit-interrupters, arc-fault, ground fault and any other protection</li> <li>Show hazardous locations and specify wiring methods including details of seal-offs, materials, etc.</li> </ul>	

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