

Building Permit Application Requirements

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

All plan submittals, including fire suppression and public works submittals, shall be submitted to the Planning and Community Development Department. Applications with submittal information found incomplete will be returned to the applicant. Only submittals that are found complete will be accepted into the building permit process for review. The Planning and Community Development Department 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 107.2.1)

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 are 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 is required with the application. A completed Utility Locate Form (Complete no more than 30 days prior to issuance of building permit) <p>A fee schedule can be requested from the Building Division at 406-455-8430.</p>	<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"/>
Project Address	Mapping & Addressing shall review the plans for proper addressing. Addresses shall 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Review Board	If applicable, project has been submitted and/or approved by the Design Review Board. Building permit shall not be issued until approval has been obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soils and Geo-tech 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 Soils and GEO-Tech report is submitted.	<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 web site.</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)	Plan review by City/County Health 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 Sanitarian that is performing plan review at 406-454-6950.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Completeness Checklist (Continued)		Req.	App.	Staff
Building Permit Plan Set	All items on this list shall be included on the plans in order for the City of Great Falls Building Division to review the plans:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Three (3) complete sets shall be stamped and signed by a State of Montana Licensed Design Professional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Cover sheet data information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Building CODE ANALYSIS (Can be included on cover sheet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Civil drawings, including overall site plan, grading and utility plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Site Accessibility Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Photometric Plan - where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Landscape Plan - where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Minimum paper size shall be 11" X 17", but must be legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Plans shall be drawn to a scale before or after photocopying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Plans shall be marked "Building Permit Set"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plan review may require additional information. <i>Redlining</i> plans is <u>not</u> acceptable and no loose sheets will be accepted or attached to the plans at the counter			
Public Works Submittals	All items listed in the checklists that correspond to the project type that the building permit is applied for 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 shall be prepared by a Montana licensed Professional Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ One (1) Copy of all Design Reports (Geotechnical Report, Pavement and Roadway Design, Storm Drainage Manual, Sanitary Sewer & Water Design Reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Copy of MS-4 Post-Construction Stormwater Management Plan Checklist and its required contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Original letter from the Developer certifying that the Developer will be responsible for the costs associated with full-time Construction Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Building/Paving Projects ≥ 15,000 ft Impervious Area			
	▪ Three (3) Copies of Site Civil Plans. Plans shall include site layout, grading/drainage, utilities, sidewalks and pavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ One (1) Copy of all Design Reports (Geotechnical Report, Pavement and Roadway Design, Sanitary Sewer & Water Design Reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Copy of the Storm Drainage Plans and Design Report. The Plans and Report shall be prepared by a Montana licensed Professional Engineer and shall be in accordance with the City's Storm Drainage Design Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Copy of Maintenance Agreement for Privately Owned Stormwater Management Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Building Permit Application Requirements

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Completeness Checklist (Continued)		Req.	App.	Staff
Public Works Submittals (Continued)	<ul style="list-style-type: none"> ▪ Copy of final MS-4 Post-Construction Stormwater Management Plan Checklist and its required contents 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Copy of wastewater Industrial Pretreatment Survey and/or Industrial Pretreatment Permit application and fee, as applicable 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Copy of proposed best management practices to meet the industrial pretreatment dental amalgam rule, as applicable. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Original letter from the Developer certifying that the Developer will be responsible for the costs associated with full-time Construction Inspection 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Copy of the Plat and/or COS and/or documents for any Easements needed 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Building/Paving Projects < 15,000 ft Impervious Area			
	<ul style="list-style-type: none"> ▪ Three (3) Copies of Site Civil Plans. Plans shall include site layout, grading/drainage, utilities, sidewalks and pavement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Copy of wastewater Industrial Pretreatment Permit Application and application fee, as applicable 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Copy of proposed best management practices to meet the industrial pretreatment dental amalgam rule, as applicable 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Copies of the Storm Drainage Plans and Design Report, Maintainace Agreement for Privately Owned Stormwater Management Facilities and all other Design Reports if required 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Original letter from the Developer certifying that the Developer will be responsible for the costs associated with full-time Construction Inspection 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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	<p>Require separate application from the building permit. Applications for fire suppression, hood suppression and alarm systems may be found online at: https://greatfallsmt.net/planning/fire-alarm-and-sprinkler-permit-application. 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:</p> <ul style="list-style-type: none"> ▪ Fire sprinkler riser detail and location ▪ Backflow preventer, type, size, make, model and location <p>Fire suppression and alarm plans may be deferred by pre-approval from the Building Division only.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 107.2.1)

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

Commercial Plan Submittal Technical Review		Req.	App.	Staff
Cover Sheet	▪ Vicinity map, land use zoning, north arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Table of contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Specify if protected by fire sprinkler & fire alarm systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code Analysis	▪ 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ If IEBC is used, include Alteration Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Civil, Site, Grading, and Utility Plan	▪ 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Scale shall be a minimum of 1"=20'-0" prior to and after photocopying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show all property lines with dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show all setbacks (front, rear and all sides), dimensioned in feet and inches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show all easements, accesses and right-of-ways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show all sidewalks, curb & gutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show building footprints including porches, exterior stairs, chimneys, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show detailed elevation of foundation relative to the curb & gutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ For sloped lots, show existing slopes and proposed slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show drainage and retention of storm drainage on lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show designated "Fire Department Access Roadways" with adjoining streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show "Fire Hydrant(s)" location on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show all parking stalls with dimensions including number of parking stalls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show accessible parking spaces with accessible parking signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show on site sidewalks and ramps including grade and cross-slope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show locations of trash & collection areas including screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ 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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All drawings Shall be stamped by a State of Montana licensed design professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demolition Plan (where applicable)	▪ Contact the Building Division for specific project requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Contact the Engineering Division for abandoned service lines and inspections	<input type="checkbox"/>	<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)		Req.	App.	Staff
Landscape Plan (where applicable)	▪ Requirements found in OCCGF, Title 17, Chapter 44 Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show plant schedule, with common and botanical name of material, number of each species and size of material proposed and seeding specifications if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show types of ground cover (bark mulch, rock mulch, sod or seeding, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Irrigation plan, including backflow preventer (location of head underground)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photometric Plan (Exterior Lighting)	▪ Shall be separate submittal from the electrical plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Requirements found in OCCGF, Title 17, Chapter 40, exhibit 40-1 Outdoor Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show all foot candles with chart showing maximum average light level, see exhibit 40-1 Outdoor Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Fixture specifications shall be submitted if not previously approve during Design Review Board process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Shall match the electrical plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility Review	▪ 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ ALL projects affecting primary function areas, restrooms, accessible routes, public facilities, parking, etc. shall be included on completed architectural/structural plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ 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)	▪ Structural plans may be deferred with pre-approval from the Building Department only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Provide a Statement of Special Inspection in accordance with IBC 1705 and identify all special inspections on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show footings, piers, grade beams, helical piers with reinforcement details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show difference in elevations, hold down types and locations, bolt details for anchor bolts or other anchors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show wall framing with bracing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show structural building sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Actual weight of all rooftop equipment shall be printed on the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show floor framing plan with details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show roof framing plan with details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Submit truss certificates. Deferred submittal may be accepted if pre-approved by the Building Division.	<input type="checkbox"/>	<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)		Req.	App.	Staff
Pre-Fabricated Steel Buildings	▪ Erection Plans shall be marked “FOR CONSTRUCTION” and stamped by a State of Montana licensed professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural (plans shall be stamped and signed by a State of Montana licensed design professional)	▪ Specify the intended use of the building and list different occupancies on the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show egress plan, occupant load and travel distance for each floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Identify all elements of the means of egress system (i.e. corridor, exit enclosures, etc.) for each floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show labeling and usage of all rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show roof plans, elevations, and wall sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show all components of thermal envelope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show cross-sections, at least one (1) in each direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show door and window schedule with all associated hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show fire-resistance-rated assembly details at shafts, vertical exit enclosures, corridors, etc. Specify UL listings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show all stair and shaft details including interior changes of elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show ramp details as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show landings, risers, treads, hand and guardrails, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show acoustical ceiling installation layout including an approved ceiling system and current ICC evaluation services report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show fire sprinkler riser and stand pipe location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show emergency generator and fuel tank location (may be omitted on civil plans if one or both are installed outdoors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy Code Analysis (incorporated into plans)	▪ COMcheck analysis printed on plans, if used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Lighting fixture schedule printed on plan (fixture type, wattage, ballast bulb type, fixture count and switching requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Mechanical energy compliance printed on plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Heating and cooling load calculation printed on plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical/Gas (plans shall be stamped and signed by a State of Montana licensed design professional)	▪ Show locations of HVAC equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Mechanical equipment schedule shall be printed on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Gas piping shall be sized and printed on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show medium and low pressure gas piping locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show supply and return duct locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show fire and smoke damper locations with “listed” assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show exhaust hood(s) and duct locations in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show a detailed layout of all restaurant/bar equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Restaurant/bar equipment schedule shall not be deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Restaurant/bar equipment schedule shall be printed on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Include a food menu for the establishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show dryer exhaust duct locations and sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show access to mechanical equipment on roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Show required guardrails around all equipment next to a fall zone greater than 30”	<input type="checkbox"/>	<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)		Req.	App.	Staff
Plumbing (plans shall be stamped and signed by a State of Montana licensed design professional)	<ul style="list-style-type: none"> Plumbing shall be sized and printed on the plans 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show location of all plumbing fixtures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Fixture schedule, shall be printed on the plans 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Isometric drawings may be requested for complex systems as determined by the plans examiner or inspector 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show location of kitchen pre-treatment equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show location of all grease interceptor(s) and size 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show roof and overflow drain lines and sizes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show independent supply line for chemical dispensers in janitorial closets or kitchens that shall be backflow protected 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show backflow preventer(s) locations and type of backflow assemblies on plan 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show all medical gas systems on plans (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical (plans shall be stamped and signed by a State of Montana licensed design professional)	<ul style="list-style-type: none"> Fixture schedule shall be printed on the plans 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show service size and location of outside disconnect 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show a one (1) line diagram of service, metering details and sub-panels 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show panel locations, sizes and schedule 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show outlet layout 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show lighting and switch layout 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show fixture schedule on plans 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show exit signage with locations and specify direction, where applicable 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show emergency lighting with locations, type, power source and height, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show standby and emergency power source 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show locations of ground-fault-circuit-interrupters, arc-fault, ground fault and any other protection 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Show hazardous locations and specify wiring methods including details of seal-offs, materials, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>