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Building Permit Application Requirements

Residential - New Construction, Addition, Remodels

| 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. Submit two (2) sets of complete plans that include the building: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ Site plan, building elevations (all 4 sides), foundation plan, floor plan (each floor), wall detail, stair detail, electrical, plumbing, HVAC plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ If REScheck is used, it shall be submitted with building permit application | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ Structural plan, where required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ Blower door test—required upon completion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ Landscaping details (include drainage plan) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ Minimum paper size accepted shall be 11" X 17" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ Plans marked "Not for Construction" will not be accepted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ Plans shall be drawn to a scale of 1/4"=1'-0" before or after photocopying, site plan to be 1"=20'. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ Plan review may require additional information. Redlining of final plans is not acceptable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ No loose sheets will be accepted or attached to the plans at the counter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Structural | ▪ Submit separate report and calculations for wood glu-lam beam(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ Submit separate report and calculations for steel beam(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ▪ Submit separate report, calculations and drawing for retaining walls four (4) feet in height measured from bottom of footing to top of wall or holding back surcharge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Building Permit Plan Set Requirements

Residential - New Construction, Addition, Remodels

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. (IRC106)

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

| Building Permit Plan Set Requirements | | Staff |
|---|---|--|
| Site Plan | <ul style="list-style-type: none"> Show all property lines, easements, accesses and right-of-ways, driveways, parking, side-walks, curb & gutter Show location of all existing structure(s) on property Show building footprint, porches, decks, detached structures and accessory structures Show existing and proposed foundation drain, water, and sewer service lines Show surface drainage detail and flow May use a minimum scale of 1/8"=1'-0" before or after photocopying for site plan only | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Building Elevations | <ul style="list-style-type: none"> Show all four sides, including windows, walk doors, garage doors, decks, patios, and retaining walls. | <input type="checkbox"/> |
| Foundation Plan | <ul style="list-style-type: none"> Show continuous footing and foundation for houses and garages with depth of foundation walls Show individual continuous footings, pad footings, piers or other Show all rebar sizes Show all hold downs and straps Show retaining walls greater than four (4) feet in height, measured from bottom of footing to top of wall Retaining walls greater than four (4) feet in height shall be designed 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"/> |
| Floor Plan | <ul style="list-style-type: none"> Floor plans for each floor, including finished/unfinished basements, must include accurate dimensions. Show dimensions for all rooms and/or areas (bedrooms, garages, bathrooms, closets, kitchens, garages, etc.) Show dimensions for all doors and swings (interior & exterior) Show dimensions for all windows, skylights and openings including U-factors Show location of all attic and/or crawl space access, include access size Label all rooms | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Framing Plan | <ul style="list-style-type: none"> Show floor framing, floor joist, and floor truss details Show roof-framing details Engineered roof truss diagrams Show portal frames Show roof cross-sections Show wall framing cross-sections | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Stair Detail (exterior and interior) | <ul style="list-style-type: none"> Show stair details with all dimensions including: handrail(s), guardrail(s) and baluster(s) Show all landings, stair widths and head height Stair details shall be project specific | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Wall Detail | <ul style="list-style-type: none"> Show detail from footing to shingles and include all building components | <input type="checkbox"/> |

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- Blower Door test(s) required by code shall be completed with the printed reports submitted to the Building Department prior to issuance of a Certificate of Occupancy.
- Boulevard landscaping requirements shall be met prior to issuance of a Certificate of Occupancy.
- Driveways and approaches, sidewalks or paved off street parking shall be completed and approved prior to issuance of a Certificate of Occupancy.
- All “Special Inspection” reports or other reports required by the Building Division shall be submitted prior to issuance of a Certificate of Occupancy.
- A “Certificate of Occupancy” or “Letter of Completion” will be issued only after *all requirements* have been completed.
- Project will have no legal standing without a Certificate of Occupancy.