Building Permit Application Requirements

Residential - New Construction, Addition, Remodels

All plan submittals, shall be submitted to the Planning and Community Development Department. <u>Applications with submittal information found incomplete will be returned to the applicant.</u> 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. (IRC 106)

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		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 is required with the application.			
	 Specify finished or unfinished basement Total cost of project (labor, material & subcontractor costs). Homeowner's labor must be included. 			
	 A completed Utility Locate Form (Complete no more than 30 days prior to issuance of building permit) 			
	A fee schedule can 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 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.			
Geo-tech Soils Report (New Construction)	 GEO-Tech soils report shall be submitted with complete building permit application, plans <i>will not</i> be accepted until GEO-Tech soils report is submitted with foundation recommendations. Two (2) complete and signed reports stamped by a State of Montana licensed design professional, are required to be submitted. Report 			
Erosion Control Permit (Where Applicable)	shall coordinate with foundation design and be project specific. Contact the City of Great Falls Environmental Division at 406-727-8390 for applicability of permit. This application is separate from the building permit.			
Demolition Plan (Where Applicable)	Contact the City of Great Falls Building Division at 406-455-8430 for fee amount. This application is separate from the building permit. A dust control plan is required to be submitted along with a demolition application.			

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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. Submit two (2) sets of			
	complete plans that include the building: Site plan, building elevations (all 4 sides), foundation plan, floor plan (each floor), wall detail, stair detail, electrical, plumbing, HVAC plan			
	 If REScheck is used, it shall be submitted with building permit application 			
	Structural plan, where required Blower door test—required upon completion Landscaping details (include drainage plan) Minimum paper size accepted shall be 11" X 17" Plans marked "Not for Construction" will not be accepted Plans shall be drawn to a scale of ¼"=1'-0" before or after photocopying, site plan to be 1"=20'. Plan review may require additional information. Redlining of final	000000	0000000	000000
	 plans is not acceptable No loose sheets will be accepted or attached to the plans at the counter 			
Structural	 Submit separate report and calculations for wood glu-lam beam(s) Submit separate report and calculations for steel beam(s) 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 	000		000

Building Permit Plan Set Requirements

Residential - New Construction, Addition, Remodels

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Building Permit Pla	n Set Requirements	Staff
Site Plan	 Show all property lines, easements, accesses and right-of-ways, driveways, parking, sidewalks, 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 	0 00000
Building Elevations	 Show all four sides, including windows, walk doors, garage doors, decks, patios, and retaining walls. 	
Foundation Plan	 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 	0 0000 0
Floor Plan	 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 	0 0 0000
Framing Plan	 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 	00000
Stair Detail (exterior and interior)	 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 	
Wall Detail	Show detail from footing to shingles and include all building components	

Building Permit Plan Set Requirements

Residential - New Construction, Addition, Remodels

Building Permit Plan	Set Requirements (continued)	Staff	
Electrical	Show location of panel Show location of smoke detectors		
Plumbing/HVAC	 Show location of all plumbing fixtures (toilets, kitchen sink, dishwasher, bathroom fixtures, water heater, close washer/dryer and floor drains) Show location of HVAC equipment including exhaust vents, kitchen vents, whole house 		
	fans, furnace, water heater, condenser, etc. Show location of all fireplaces with dimensions from property lines (gas or wood fired)		
Energy Code	Show detail and location OPTION A: Prescriptive method (recommended) Use IRC requirements: CI = Continuous Insulation		
	Insulation: Attic without energy trusses = R-49 Attic with energy trusses = R-38		
	Exterior Walls = R-21 with vapor Floor over unheated space = R-30 barrier		
	Rim Joist = $R-21$ with and air barrier Basement walls = $R-19/15$ CI		
	Unvented Crawl space = R-19 Heated slab = R-15		
	Perimeter = R-13 (total of 4 lineal Skylight = U55 feet)		
	Window/door = U.32 Slab perimeter = R10		
	OPTION B : Submit a completed REScheck (energy efficiency) procedure at the same time as of a building permit application. This program is available online at		
	 www.energycodes.gov. REScheck shall be completed and submitted with your building application and plans and shall be an accurate profile of your home's energy compliance. 		
	REScheck will not be considered if not submitted with the building application & plans		
Blower Door Test (New Construction)	 Required prior to issuance of Certificate of Occupancy Shall only be performed by approved 3rd party and submitted prior to the issuance of the Certificate of Occupancy 		
	 Shall meet requirements set forth in the Energy Code for zone 6 		
Landscaping	Interior lot landscaping requirements shall be met prior to issuance of a Certificate of		
	Occupancy Letters of Commitment to defer required boulevard plantings are valid only from November 15 through May 1.	۵	
	The City's acceptance of signed Letter of Commitments may postpone required plantings for up to one year. (Bonding to defer landscaping not allowed)		

PROJECT COMPLETION

- 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.