Building Permit Submittal Checklist						
• Nev	v Commercial Construction	Project Address:				
• Con	nmercial Additions	Applicant:				
• Con	nmercial Façade/Site Work	Permit Coordinator:				

All 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 complete submittals will be accepted; 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 BY THE CITY OF GREAT FALLS AND/OR OTHER ENTITIES

ADDITIONAL INFORMATION REQUIRED MAY INCLUDE, BUT IS NOT LIMITED TO DEPT OF ENVIRONMENTAL QUALITY (DEQ) REVIEW, MT DEPT OF TRANSPORTATION (MDT) REVIEW, AND/OR CASCADE CITY COUNTY HEALTH DEPT (CCHD) REVIEW

Submittal Checklist (this form is <i>required</i> to be submitted with application packet)		Req.	App.	Staff
Building Permit	Building permit application completed in full.			
Project AddressAddresses 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.				
Geo-tech Soils Report	Complete, project specific soils report, signed and stamped by a State of Montana licensed design professional.			
Fire Suppression & Alarm Require- ments	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 . Fire suppression and alarm plans may be deferred by pre-approval from the Building Division only.			
Building Permit Plan Set	 Checked items on this list shall be included with the plans in order for the City of Great Falls Building Division to review the plans: Permit plan set shall be stamped and signed by a State of Montana Licensed Design Professional Cover sheet with code analysis 			
	Civil, Architectural, Mechanical, Plumbing, Electrical drawings and Energy Code Analysis			
	 Site Accessibility Requirements Photometric Plan Landscape Plan Minimum paper size shall be 11" X 17", but must be legible Plans shall be marked "Building Permit Set" 			

Building Permit Submittal Checklist

- New Commercial Construction
- Commercial Additions
- Commercial Façade/Site Work

Submittal Checklist (Continued)			App.	Staff
Environmental Submittals	 Copy of Maintenance Agreement for Privately Owned Stormwater Management 			
	 Copy of wastewater Industrial Pretreatment Survey and/or Industri- al Pretreatment Permit application and fee, as applicable 			
	 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 Copy of proposed best management practices to meet the industrial 			
	pretreatment dental amalgam rule, as applicable	-		
Engineering Submittals	Required items in this list to be submitted in addition to the Building Permit Plan Set.			
	 One (1) copy of Civil Plans and Specifications. All plans must be prepared by a Montana licensed Professional Engineer 			
	 One (1) copy of Pavement and Roadway Design for public infrastructure 			
	 One (1) copy of Sanitary Sewer Design Report for public infrastructure 			
	 One (1) copy of Water Design Reports for public infrastructure One (1) copy of Engineer's Estimate for Public Works Infrastructure—see separate infrastructure permit guidelines. 			
	 One (1) Copy of the Storm Drainage Plans and Design Report. The Plans and Report shall be prepared by a Montana licensed Profes- sional Engineer and shall be in accordance with the City's Storm Drainage Design Manual. 			
	 Original letter from the Developer certifying that they will be re- sponsible for the costs associated with full-time construction inspec- tion for public infrastructure projects. 			
	 One (1) copy of Site Civil Plans. Plans must include site layout, grading/drainage, utilities, sidewalks and pavement. 			
	 Copy of the Plat and/or COS and/or documents for any Easements needed 			
	For additional information and questions call the Engineering Develop- ment Review Coordinator at 406-455-8120 and the Environmental Divi- sion at 406-727-8390.			
Dust Control Plan	A Dust Control Plan shall be submitted for all projects except for interi- or remodels. The Dust Control Plan form is available on the City of Great Falls website.			
Storm Water Pollu- tion Prevention Plan (SWPPP)	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 call the Environmental Division at 406-727-8390.			