

Building Permit Submittal Checklist

Project Address:

- Commercial Tenant Improvement
- Interior Only

Applicant:

Permit Coordinator:

All submittals, including fire suppression and site civil submittals, shall be submitted to the Planning and Community Development Department. Applications with submittal information determined incomplete will be returned to the applicant. 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

ADDITIONAL INFORMATION REQUIRED MAY INCLUDE, BUT IS NOT LIMITED TO DEPT OF ENVIRONMENTAL QUALITY (DEQ) REVIEW, MT DEPT OF TRANSPORTATION (MDT) REVIEW, AND/OR CASCADIA 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Address	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit Plan Set	Checked items on this list shall be included on the plans in order for the City of Great Falls Building Division to review the plans: <ul style="list-style-type: none">▪ All design plans 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, if applicable▪ Site/Accessible Route Requirements▪ Minimum paper size shall be 11" X 17", but must be legible▪ Plans shall be marked "Building Permit Set"	<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"/> <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"/>
Environmental Submittals	<ul style="list-style-type: none">▪ Copy of wastewater Industrial Pretreatment Survey and/or Industrial 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	<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"/>
Fire Safety Permits	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 . Contact GFFR for further information 406-727-8070	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>