

NOTICE

General Building Permit Application Requirements:

- ▶ 1 X Building Permit Application via www.co.missoula.mt.us/building or Call 406.258.3701 or Visit us @ 6089 Training Drive, ~ 1 Mile Northwest of the Missoula Airport - Open Monday thru Friday – 7 AM to 4 PM
- ▶ 1 X Zoning Compliance Application (Zoning Form) or Land Use Application (Unzoned Form)
- ▶ 2 X Copies of RES-Check Report or COM-Check (Energy Efficiency Report) via www.energycodes.gov
- ▶ 1 X Copy of Septic Permit via Environmental Health Department @ (406) 258-4755
- ▶ 2 X Copies of Engineered Truss Drawings
- ▶ 4 X SETS of DRAWINGS/PLANS - SCALE & NORTH ARROW REQUIRED
 - A) Floor Plan 1/4" = 1'
 - B) Site Plan - *Include Sewer, Water, Gas Lines, Parcel Dimensions, Distance from Existing & Proposed Structure to Property Line (i.e. Setbacks – Contact OPG for the Specifications of Your Property 258-4753), Driveway 'Approach' (show width) Connecting to Access Roadway (Site Plan ONLY 1" = 20' min / 1" = 50' max)*
 - C) Elevation (Ground Level to Highest Eave of Structure – Show All Sides)
 - D) Footing, Foundation and Structural 1/4" = 1' (To include Floor, Wall and Roof Framing)
- ▶ **Plan Review Fee** - Additional 20% of YOUR Estimated Building Permit Fee – Due at time of Application Submittal
- ▶ Need Assistance? We are very happy to help so please contact our department if you have questions @ 406.258.3701!

Commonly Asked Questions:

WHY 4 SETS OF DRAWINGS?

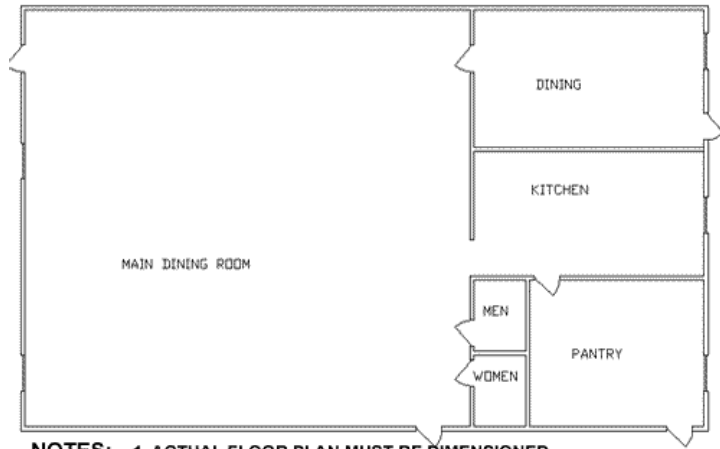
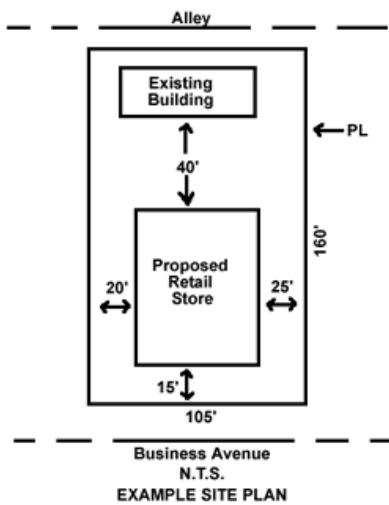
Missoula County Building Division reviews (2) sets of drawings and the Office of Planning and Grants reviews (2) sets of drawings. The Plan Review Fee is Non-Refundable. OPG 'Zoning'/'Land Use' Fee is Separate and added to total permit cost upon plan review completion and approval.

WHEN CAN I START MY PROJECT?

You will be notified upon Final Approval of your application, at which time full payment is due. Your Building Permit will then be issued and you will receive at least (1) Set of Approved Drawings and Construction may then Commence.

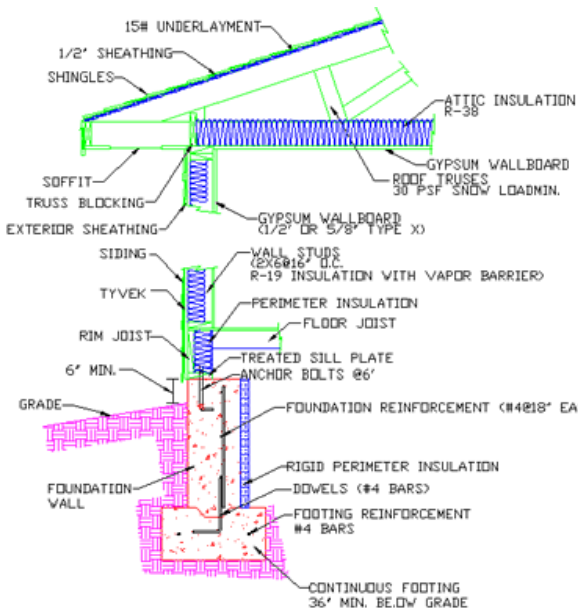
**You will be notified should additional data be required for processing, based upon your project's specific plan review requirements.

Below are examples of typical building plans showing types of plans required. These are **examples only** and are intended to help you prepare your plans. They do **not** contain all the information needed to process **your** plans. The examples are drawn at a small scale to fit on this sheet. Make house plans at least $\frac{1}{4}'' = 1'-0''$ with detail drawings at a larger scale. Site plans should be at least $1'' = 30'0''$ for readability. Additional information that should be provided with your plans includes: electrical layout, mechanical layout, door and window schedules, heat loss calculations and complicated construction details (e.g. stair construction, fireplaces, etc..)

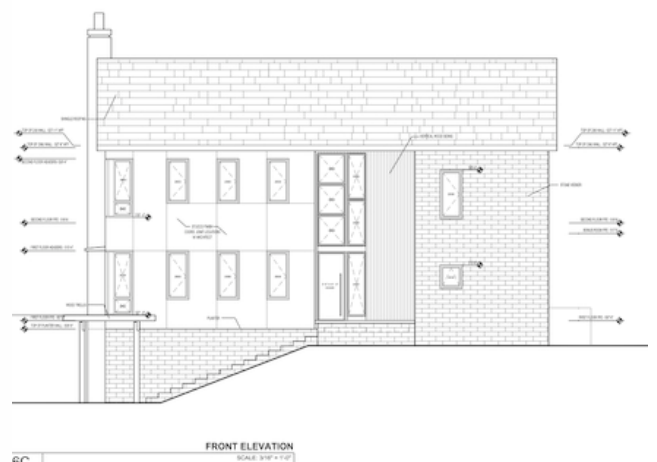
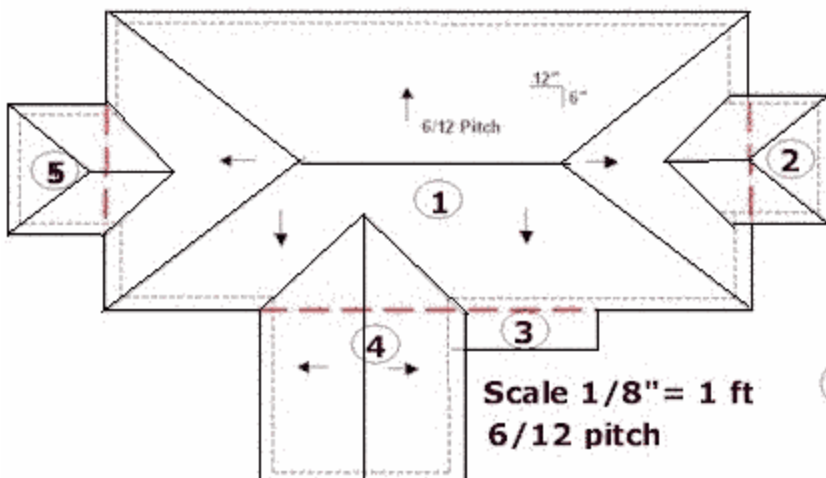
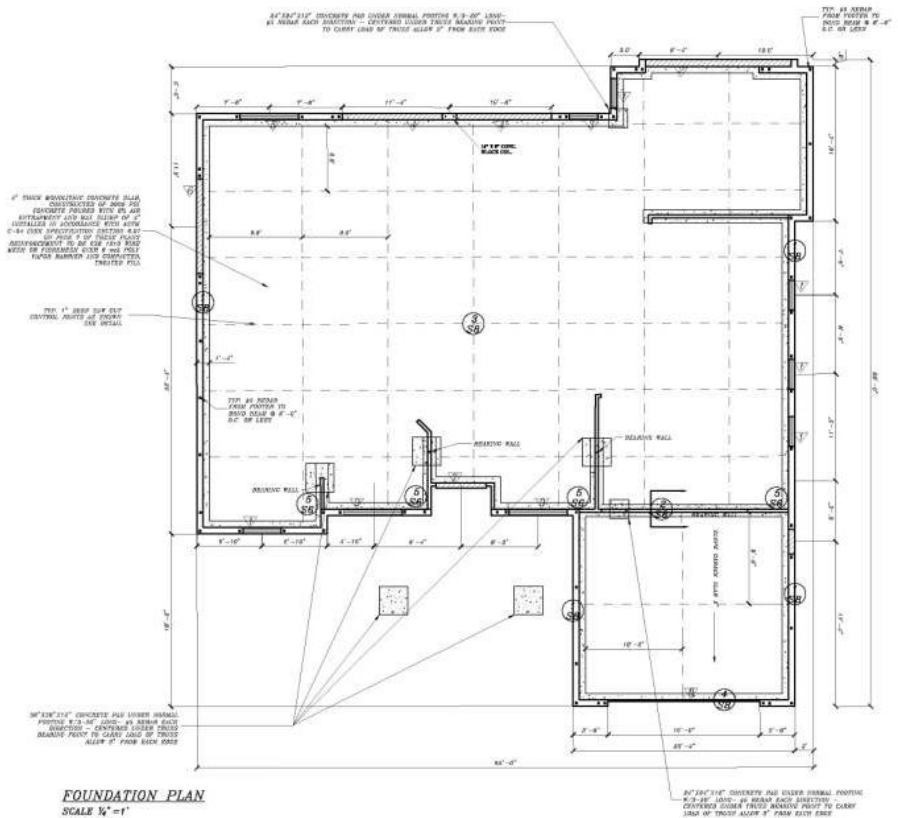


- NOTES:
1. ACTUAL FLOOR PLAN MUST BE DIMENSIONED
 2. PANIC HARDWARE SHOWN ON DOOR SCHEDULE
 3. EXIT SIGNING & LIGHTING SHOWN ON DETAILS
 4. BUILDING ACCESS ON DETAILS
 5. WINDOWS & INTERIOR FINISH ON SCHEDULES
- N.T.S.

EXAMPLE FLOOR PLAN



EXAMPLE EXTERIOR WALL SECTION



BUILDING PERMIT APPLICATION

PERMIT #: _____ PJ #: _____

Missoula County Building Inspection Division

6089 TRAINING DRIVE, MISSOULA, MT 59808

Office: (406) 258-3701 / Fax: (406) 258-4864

DATE: _____ www.co.missoula.mt.us/building

LAND USE or ZONING PERMIT #: _____

APPLIED DATE: _____ ISSUE: _____

INSTRUCTIONS

TYPE OR PRINT CLEARLY USE BLACK OR BLUE INK
- NO PENCIL-

The applicant **must** fill out sections I, II, and III. Your permit will not be processed if you do not fill out the required information. Please read all conditions on this application before signing. The property owner and/or licensed contractor must sign and date the application. If not applicable please write N/A (do not leave blank). When filling out addresses, please include St., Ave., Rd., Dr., etc. and zip code. A separate permit application is required for each building or structure except townhouses or commercial tenant spaces where each unit requires a permit.

SECTION I: PROPERTY INFORMATION

✳ LOCATION:

PROJECT ADDRESS: _____

CITY: _____ ZIP CODE: _____

BLDG #: _____ SUITE #: _____ UNIT #: _____ APT #: _____

✳ LEGAL DESCRIPTION: (NEW CONSTRUCTION ONLY)

TOWNSHIP: _____ LOT(S): _____ COS/TRACT #: _____

RANGE: _____ BLOCK(S): _____ PARCEL#: _____

SECTION: _____ SUBDIVISION: _____

GEOCODE (IF KNOWN): _____

✳ TOTAL AREA (SQ. FOOTAGE):

PROPERTY: _____ PROPOSED STRUCTURE: _____

EXISTING PRIMARY STRUCTURE: _____

✳ UTILITY INFORMATION:

WATER METER SIZE: _____ INCHES HEATING SOURCE: _____

WATER SUPPLY: _____

BUILDING OR STRUCTURE USE (CHECK ONLY ONE)

 SINGLE FAMILY MULTI-FAMILY _____ UNITS OTHER _____

CHANGE OF USE: YES _____ NO _____

PREVIOUS USE: _____

PROPOSED USE: _____

BUSINESS NAME (IF APPLICABLE): _____

SECTION II: PEOPLE INFORMATION

PROPERTY OWNER

NAME		PHONE #
STREET ADDRESS		
CITY	STATE	ZIP CODE

CONTRACTOR — SAME AS OWNER

BUSINESS NAME		PHONE #
STREET ADDRESS		
CITY	STATE	ZIP CODE

ARCHITECT/ENGINEER/DRAFTSPERSON (Please Circle)

NAME	PHONE #
------	---------

SECTION III: PROPOSED WORK

TYPE OF WORK (CHECK ALL THAT APPLY):

 NEW CONSTRUCTION FOUNDATION ONLY REMODEL ADDITION CHANGE OF USE REPAIR REROOF / RESIDE OTHER _____

PROJECT DESCRIPTION (DESCRIBE THE WORK THAT REQUIRES THIS PERMIT)

Conditions

- This permit was not reviewed for compliance with zoning, floodplain or conditions of subdivision approval. You are advised to contact the Office of Planning and Grants at 258-4657 for additional permitting information prior to initiating your project.
- The proposed work must be done in accordance with approved plans and specifications. Separate permits are required for, but not limited to, electrical, plumbing, mechanical, signs, sewer, water, paving, and right-of-way. Furthermore, it is the duty of the General Contractor to assure that all required inspections are scheduled 24 hours in advance and approved by the County Inspectors. This permit becomes null and void if work or construction authorized is not commenced within 365 days, or if construction or work is suspended or abandoned for a period of 365 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.

✳

SIGNATURE OF PROPERTY OWNER _____ DATE _____

✳

SIGNATURE OF CONTRACTOR or AUTHORIZED AGENT _____ DATE _____

SECTION IV: PLAN REVIEW (FOR OFFICE USE)

ENGINEERING DIVISION

DESCRIPTION	COMMENTS	APP.	DATE
SURFACE WATER RETENTION			
CURB / GUTTER / SIDEWALK			
DRIVEWAY / PARKING DESIGN			
<input type="checkbox"/> OTHER (COMM. SEWER, LGL/GEO, ETC.)			

ZONING (OFFICE OF PLANNING & GRANTS)

SUBDIVISION			
LANDSCAPING / PARKING DESIGN			
FLOODPLAIN			
ZONE	MAX HEIGHT		
SETBACKS	FRONT(S)	SIDES(S)	REAR(S)
BLDG. HGT. METHOD	<input type="checkbox"/> ABSOLUTE		<input type="checkbox"/> MODIFIED* <small>* EXISTING GRADE MUST BE SHOWN ON ALL ELEVATION DRAWINGS</small>
# OF OFF-STREET PARKING SPACES	EXISTING	REQUIRED	PROPOSED
COMMENTS:			

BUILDING INSPECTION DIVISION

CONSTRUCTION TYPE	OCCUPANCY TYPE	MAX OC. LOAD	SMOKE DETECTOR REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
NUMBER OF STORIES	DWELLING UNITS (#)	<input type="checkbox"/> PHASE I <input type="checkbox"/> PHASE II <input type="checkbox"/> PHASE III	SPRINKLERS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
PLAN REVIEW	DATE/TIME/INITIALS	COMMENTS:	
MECHANICAL:			
PLUMBING:			
ELECTRICAL:			
OTHER:			
COMMENTS/ SQ. FOOTAGE OF:			
PLANS EXAMINER SIGNATURE			DATE

HEALTH DEPARTMENT

Septic Permit			
LIC. EST. PLAN REVIEW			
AIR QUALITY			

OTHER DEPARTMENTS

<input type="checkbox"/> FIRE DEPARTMENT			
<input type="checkbox"/>			

SECTION V: FEES

VALUATION:	BUILDING FEE:	REVIEW FEE:
OPG FEE:	OTHER FEES:	TOTAL DUE:

REVIEW FEE PAID: \$ _____ DATE: _____

 CASH CHECK # () CREDIT CARD/DEBIT CARD

PERMIT FEE PAID: \$ _____ DATE: _____

 CASH CHECK # () CREDIT CARD/DEBIT CARD

BUILDING FEE SCHEDULE
Tentative, Pending Approval September 1, 2011

CONSTRUCTION	VALUE	Current	Proposed	Difference	CONSTRUCTION	VALUE	Current	Proposed	Difference	CONSTRUCTION	VALUE	Current	Proposed	Difference	
	\$1	\$500	\$22.00	\$ 22.99	\$1.00	\$24,001	\$25,000	\$364.00	\$ 386.79	\$11.00	\$62,001	\$63,000	\$692.00	\$ 729.94	\$21.00
501	600	25	\$ 26.39	1	25,001	26,000	373	\$ 396.98	11	63,001	64,000	698	\$ 736.74	21	
601	700	28	\$ 29.79	1	26,001	27,000	384	\$ 407.17	12	64,001	65,000	705	\$ 743.54	21	
701	800	31	\$ 33.19	1	27,001	28,000	393	\$ 417.36	12	65,001	66,000	711	\$ 750.34	21	
801	900	36	\$ 36.59	2	28,001	29,000	403	\$ 427.55	12	66,001	67,000	717	\$ 757.14	21	
901	1,000	39	\$ 39.99	2	29,001	30,000	412	\$ 437.74	12	67,001	68,000	724	\$ 763.94	22	
1,001	1,100	42	\$ 43.39	2	30,001	31,000	423	\$ 447.93	13	68,001	69,000	731	\$ 770.74	22	
1,101	1,200	45	\$ 46.79	2	31,001	32,000	432	\$ 458.12	13	69,001	70,000	737	\$ 777.54	22	
1,201	1,300	48	\$ 50.19	2	32,001	33,000	441	\$ 468.31	13	70,001	71,000	743	\$ 784.34	22	
1,301	1,400	51	\$ 53.59	2	33,001	34,000	452	\$ 478.50	14	71,001	72,000	750	\$ 791.14	22	
1,401	1,500	55	\$ 56.99	2	34,001	35,000	461	\$ 488.69	14	72,001	73,000	757	\$ 797.94	23	
1,501	1,600	58	\$ 60.39	2	35,001	36,000	471	\$ 498.88	14	73,001	74,000	763	\$ 804.74	23	
1,601	1,700	61	\$ 63.79	2	36,001	37,000	480	\$ 509.07	14	74,001	75,000	770	\$ 811.54	23	
1,701	1,800	64	\$ 67.19	2	37,001	38,000	491	\$ 519.26	15	75,001	76,000	776	\$ 818.34	23	
1,801	1,900	67	\$ 70.59	2	38,001	39,000	500	\$ 529.45	15	76,001	77,000	782	\$ 825.14	23	
1,901	2,000	71	\$ 73.99	3	39,001	40,000	510	\$ 539.64	15	77,001	78,000	788	\$ 831.94	23	
2,001	3,000	79	\$ 87.59	3	40,001	41,000	520	\$ 549.83	16	78,001	79,000	796	\$ 838.74	24	
3,001	4,000	91	\$ 101.19	3	41,001	42,000	529	\$ 560.02	16	79,001	80,000	802	\$ 845.54	24	
4,001	5,000	105	\$ 114.79	4	42,001	43,000	539	\$ 570.21	16	80,001	81,000	808	\$ 852.34	24	
5,001	6,000	117	\$ 128.39	4	43,001	44,000	548	\$ 580.40	16	81,001	82,000	815	\$ 859.14	24	
6,001	7,000	130	\$ 141.99	4	44,001	45,000	559	\$ 590.59	17	82,001	83,000	821	\$ 865.94	24	
7,001	8,000	144	\$ 155.59	5	45,001	46,000	568	\$ 600.78	17	83,001	84,000	828	\$ 872.74	25	
8,001	9,000	156	\$ 169.19	5	46,001	47,000	578	\$ 610.97	17	84,001	85,000	835	\$ 879.54	25	
9,001	10,000	169	\$ 182.79	5	47,001	48,000	588	\$ 621.16	18	85,001	86,000	841	\$ 886.34	25	
10,001	11,000	182	\$ 196.39	6	48,001	49,000	598	\$ 631.35	18	86,001	87,000	847	\$ 893.14	25	
11,001	12,000	195	\$ 209.99	6	49,001	50,000	607	\$ 641.54	18	87,001	88,000	853	\$ 899.94	25	
12,001	13,000	209	\$ 223.59	7	50,001	51,000	613	\$ 648.34	18	88,001	89,000	861	\$ 906.74	26	
13,001	14,000	221	\$ 237.19	7	51,001	52,000	621	\$ 655.14	19	89,001	90,000	867	\$ 913.54	26	
14,001	15,000	234	\$ 250.79	7	52,001	53,000	627	\$ 661.94	19	90,001	91,000	873	\$ 920.34	26	
15,001	16,000	247	\$ 264.39	8	53,001	54,000	633	\$ 668.74	19	91,001	92,000	880	\$ 927.14	26	
16,001	17,000	260	\$ 277.99	8	54,001	55,000	640	\$ 675.54	19	92,001	93,000	886	\$ 933.94	26	
17,001	18,000	273	\$ 291.59	8	55,001	56,000	646	\$ 682.34	19	93,001	94,000	892	\$ 940.74	26	
18,001	19,000	286	\$ 305.19	9	56,001	57,000	652	\$ 689.14	19	94,001	95,000	900	\$ 947.54	27	
19,001	20,000	299	\$ 318.79	9	57,001	58,000	659	\$ 695.94	20	95,001	96,000	906	\$ 954.34	27	
20,001	21,000	312	\$ 332.39	10	58,001	59,000	666	\$ 702.74	20	96,001	97,000	912	\$ 961.14	27	
21,001	22,000	325	\$ 345.99	10	59,001	60,000	672	\$ 709.54	20	97,001	98,000	918	\$ 967.94	27	
22,001	23,000	338	\$ 359.59	10	60,001	61,000	678	\$ 716.34	20	98,001	99,000	925	\$ 974.74	27	
23,001	24,000	351	\$ 373.19	11	61,001	62,000	685	\$ 723.14	20	99,001	100,000	932	\$ 981.54	28	

*\$100,001 to \$500,000 = \$981.54 for the first \$100,000 plus \$7.32 for each additional \$1,000 or fraction thereof, to and including \$500,000

*\$500,001 to \$1,000,000 = \$3909.54 for the first \$500,000 plus \$6.27 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.

*\$1,000,001 and up = \$7044.54 for the first \$1,000,000 plus \$5.23 for each additional \$1,000 or fraction thereof.

Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

Roofing Permits: Flat Fee of \$90 for re-roofing (Roofing Permit fee is included in Building Permit issued on new Construction)

Plan Review Fee: 20% of Building Permit fee as scheduled above, due at the time of application for Building Permit

Office of Planning and Grants
435 Ryman ST
Missoula, MT 59802
(406) 258-4657

MB Number: _____
ZCP Number: _____
Applied Date: _____
OPG Review Date: _____
Issued Date: _____

MISSOULA COUNTY ZONING COMPLIANCE PERMIT (ZCP)

**PERMIT APPLICATION FOR A ZONING COMPLIANCE PERMIT
IN ZONED AREAS OF MISSOULA COUNTY**

NOTE: All construction and development within the jurisdiction of Missoula County must receive a permit before starting construction in addition to any other requirements of the State or County.

All projects that are in County zoning districts are required to submit:

- _____ 2 copies of site plan (scale of 1" = 20' unless other scale agreed to by OPG staff)
- _____ 2 copies of building elevations
- _____ 2 copies of floor plans

All projects are required to submit information on grading and drainage, cuts and fill, retaining walls, existing and finished floor elevations and spot elevations for the driveway at the street, garage, and finished grade at the building corners. In addition, the site plan should show any trees, riparian areas if any, and any slopes in excess of 2:1. See the separate Site Plan Submittal Requirements.

All slope data and elevations must be verifiable by the applicant and Missoula County.

All projects proposed on slopes over 10% are required to submit, in addition to the 5% requirements, a topographic map showing existing and proposed contours at a two (2) foot minimum interval (see checklist for slopes over 10%)

Project address: _____

Legal description: Township: _____ Range: _____ Section: _____

Lot Number: _____ Block Number: _____

Subdivision: _____

COS Number: _____ GEO Code: _____

Property Owner: Name: _____

Address: _____

Phone Number: _____ Email: _____

Contractor, Architect, Engineer, Developer, or Agent:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Project Description: _____

Please Continue On Back

Total Area (Square Footage) of Property: _____
 Total Area (Square Footage) of Existing Structures: _____
 Total Number of Existing Structures: _____
 Total Area (Square Footage) of Proposed Structures: _____
 Number of Proposed Structures: _____
 Previous Use: _____

Office Use Only

Zoning District: _____
Parking Requirements: Existing _____ Required _____ Proposed _____
Setback Requirements: Front Yard _____ Rear Yard _____ Side Yard _____
Height Requirements: _____ Feet
Height Measurement Methodology: Absolute _____ Modified _____ Hillside _____

Plan Review Approvals

I. County Public Works

Description	Approved by & Date	Comments
Driveway Approach		
Address		
Lot		
Hillside		

II. Health Department

Description	Approved by & Date	Comments
Septic		
Other		

III. Office of Planning and Grants

Description	Approved by/Date	Comments (If not applicable to project, indicate by N/A)
Floodplain		
Shoreline		
Setbacks		
Parking		
Height		
Landscaping		
Hillside		
Signs		
Subdivision Cond		

Conditions (see Permits Plus) of approval: _____

Office of Planning and Grants
435 Ryman ST
Missoula, MT 59802
(406) 258-4657

MB Number: _____
LU Number: _____
Applied Date: _____
OPG Review Date: _____
Issued Date: _____

MISSOULA COUNTY LAND USE REVIEW

**PERMIT APPLICATION FOR LAND USE REVIEW IN
UNZONED AREAS OF MISSOULA COUNTY**

In addition to any Building Permit requirements of Missoula County, all developments must also be reviewed for the following:

1. Floodplain/Shoreline
2. Subdivision Conditions
3. Plat/COS Conditions/Easements

In addition to any Building Permit requirements, ALL projects are required to submit 2 copies of the following information:

1. A Site Plan, generally at a scale of 1"=20', unless other scale is agreed to by OPG.
2. The Site Plan should show existing structures, roads, driveways, natural features such as steep slopes, streams, marshes and lakes.
3. All must be dimensioned and include a North arrow and the scale.
4. Building elevations
5. Floor plans

Please fill out the appropriate project information:

Project address: _____

Legal description: Township: _____ Range: _____ Section: _____
Lot Number: _____ Block Number: _____
Subdivision: _____
COS Number: _____ GEO Code: _____

Property Owner: Name: _____
Address: _____
Phone Number: _____ Email: _____

Contractor, Architect, Engineer, Developer, or Agent:
Name: _____
Address: _____
Phone Number: _____ Email _____

Project Description: _____

Total Area (square footage) of Property:	_____
Total Area (square footage) of Proposed Structures:	_____
Number of Proposed Structures:	_____
Total Area (square footage) of Existing Structures:	_____
Previous Use:	_____

Description	Approved by/Date	Comments/Conditions
Floodplain/ Shoreline		
Subdivision Conditions		
Plat/COS		