

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?

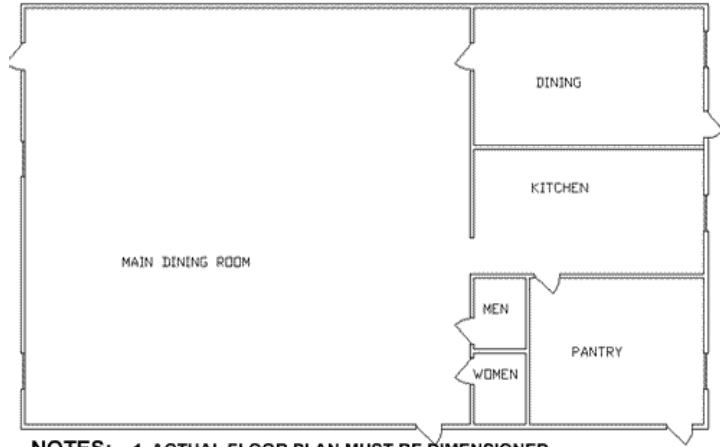
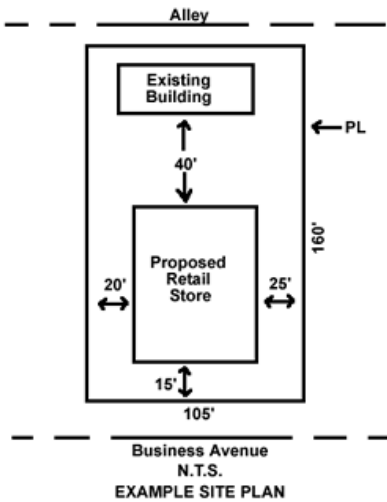
Missoula County Building Division reviews (2) sets of drawings and the Office of Planning and Grants reviews (2) sets of drawings. The Plan Review Fee is Non-Refundable. OPG 'Zoning'/'Land Use' Fee is Separate and added to total permit cost upon plan review completion and approval.

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.

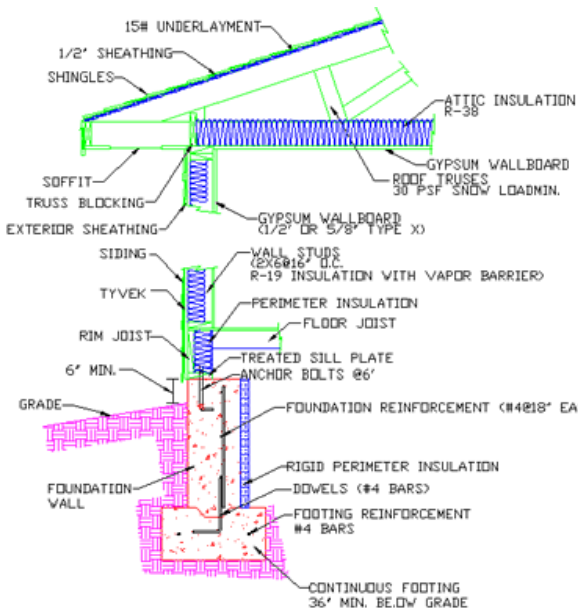
**You will be notified should additional data be required for processing, based upon your project's specific plan review requirements.

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

