



## **BUILDING PERMIT CHECKLIST**

**Residential Construction** - alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height. (2018 IRC R101.2)

The following documents are **the minimum requirements** when submitting for a Building Permit.

**Partial Packages will not be accepted.** Please submit this checklist with the permit package.

- Building Permit Application** ([click here](#))
- Site Plan** ([click here for example](#))
  - Location of **ALL** buildings on site
  - Dimensions from other buildings and/or lot lines
  - Height of new construction
- Zoning Certification**
  - Speak with a Planner
    - [dpipinich@bsb.mt.gov](mailto:dpipinich@bsb.mt.gov)
  - Zoning Map ([click here](#))
  - Zoning Ordinance ([click here](#))
  - Septic Permit (if applicable)
  - Access to public utility services (if applicable)
- Truss Drawings**
  - **Stamped** Copy of engineered truss drawings
  - Hand framed – a design professional stamped drawing
- Construction Plans**
  - **Floor plans** ([click here](#))
    - All Rooms Labeled
    - Door and Window Dimensions and Locations
    - Specify headers used for Doors and Windows greater than 4 ft
  - **Wall sections** ([click here](#))
    - Footing/Foundation Depth and details included
    - Show Foundation and Rafter Connections
- Floor Joist Information**
  - TJI - joist information and span table is required
  - Sawn Lumber – Species, grade and span is required
- Building Questions**
  - Building official - [rchristensen@bsb.mt.gov](mailto:rchristensen@bsb.mt.gov)
  - Building Inspector - [bvoss@bsb.mt.gov](mailto:bvoss@bsb.mt.gov)

### **Other permits/requirements that may be mandatory (may not be all-inclusive):**

- Septic Permit**
  - Required if NOT connecting to public sewer system
- Address (new construction)**
  - Septic Permit
  - Site Plan (see above)
  - Driveway Staking (center)
- Excavation Permit** ([click here](#))
  - Required if moving more than 1 CY of dirt in the Butte Priority Soils Operable Unit (BPSOU)
  - Required if moving more than 3 CY of dirt in the Excavation Control District
  - Plumbing system tests are required regardless who is conducting the work
- Plumbing Permit** ([click here](#))
  - Required for income producing properties
  - If required, a licensed plumber will need to obtain
  - Not required if self-performing on primary residence
- Electrical Permit**
  - Permitting and inspections conducted by the **State of Montana**
- Mechanical Permit** ([click here](#))
  - Required anytime changes are made to mechanical systems
- Demolition Permit** ([click here](#))
  - Required if demolishing any structures greater than 25 square feet
  - Need to be approved by Historic Preservation Officer prior to receiving permit
  - Bonding is required

**Incomplete Permit Packages will be returned to applicant**

**Contact Building Code Department with any questions (406) 497-6210**

**Electronic Submittal should be emailed to - [permits@bsb.mt.gov](mailto:permits@bsb.mt.gov)**