



BUILDING PERMIT CHECKLIST

Commercial Construction - alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures. (2018 IBC 101.2)

The following documents are the minimum requirements when submitting for a Building Permit. Additional information may be required upon request.

- Building Permit Application** ([click here](#))
- Construction Plans - Stamped by Design Professional** ([or Waiver](#))
 - Occupancy Classification
 - Floor plans
 - Elevations and Cross Sections
 - Door and Window Schedules
 - Structural Plans
 - Mechanical Plans
 - Plumbing Plans
 - Electrical Plans
 - Fire Prevention Plans
- Zoning Verification**
 - Zoning Map ([click here](#))
 - Zoning Ordinance ([click here](#))
- Site/Civil Plans**
 - Size and location of existing and/or proposed structures
 - Building setback distances from property lines
 - Locations and sizes of all site utilities
 - Landscaping Plan ([click here](#))
 - Parking Plan ([click here](#))
- Storm Water Management Plan**
 - Visit <https://bsbstormwater.org/>
 - Must be approved by BSB Public Works and infrastructure bonded for prior to issuance of any other permit
 - Submit all plans and questions to kwest@bsb.mt.gov
- Infrastructure Bonding for Approved Plans**
 - Landscaping, Parking, Sidewalk Curb and Gutter – 110% of Cost Estimate
 - Municipal Facilities main extensions – 110% of Cost Estimate
 - Storm Water Management Plan – 125% of Cost Estimate

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
- Construction RoW Permit** ([click here](#))
 - Required for all work performed within the public right-of-way.
 - Excavation Permit must be issued prior to RoW Permit
- Plumbing Permit** ([click here](#))
 - A licensed plumber will need to obtain
- Electrical Permit**
 - Permitting and inspections conducted by the State of Montana
- Mechanical Permit** ([click here](#))
 - Required anytime changes are made to mechanical systems
- Demolition/Moving 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

Partial application packages are not accepted!

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

Electronic Submittal should be emailed to - permits@bsb.mt.gov