



RESIDENTIAL REMODEL PERMIT CHECKLIST

Residential Construction

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.

- 1. Site Plan - Required**
 - a. Property lines with dimensions from the front, back, and sides from proposed structure
 - b. Any proposed additions or decks
- 2. Foundation Plan – If Altering**
 - a. Material and size of wall to be altered
 - b. Connection details of existing and new foundation
 - c. Insulation for altered foundation
 - d. Foundation depth of existing and proposed foundation
 - e. Proposed rebar for foundation wall
 - f. Anchor bolts and spacing
 - g. Damp proofing of altered foundation wall
- 3. Existing Floor plan - Required**
 - a. Room labels, Dimensions, and square footage of each room
 - b. Identify load bearing walls
 - c. Location and size of existing doors and windows, including sill height
- 4. Proposed Floor Plan – Required**
 - a. Proposed floor plan with rooms labeled, dimensions, and square footage of each room
 - b. Identify any changes to load bearing walls
 - c. Location and size of windows and doors, including sill height and opening size in bedrooms
 - i. If framing of these openings is altered: Identify proposed headers and trimmer studs used to re-frame openings
 - d. Location of crawlspace/ basement access/venting
- 5. Stair Section – If Applicable**
 - a. Riser and tread dimensions
 - b. Number of treads/risers
 - c. Total stairway rise, run, headroom height, and width
 - d. Dimensions of landings and location in the stairway
 - e. Handrail location and height
- 6. Structural Floor Framing Plan – If Altering**
 - a. Framing materials used including joists, sheathing, columns, pony walls, and beams
 - b. Spacing of framing
 - c. Lumber grade
- 7. Roof Framing – If Altering**
 - a. Truss drawings, including layout (stamped by engineer)
 - b. Rafter material, size, grade, and spacing
 - c. Location of bearing walls
 - d. Attic ventilation
 - e. Uplift connectors
- 8. Wall Sections – If Altering**
 - a. Section cut from the bottom of the footing to the peak of the roof
 - i. Include footing and foundation size – if altering
 - ii. Foundation sill plate connection to foundation wall – if altering
 - iii. Exterior wall details including stud size and spacing – if altering

9. Energy Requirements – If Altering

- a. Any existing wall, ceiling, or ground floor cavity exposed by remodel must, at a minimum, be filled with insulation.
- b. Ceiling Insulation depth, type, and R-value
- c. Exterior wall insulation type and R-value
- d. Foundation wall or crawlspace/floor insulation type and R-value

10. Mechanical Permits – Replacing any mechanical system or ductwork requires a mechanical permit

- a. Homeowner and contractors are required to pull a permit.

11. Plumbing Permits

- a. Homeowner may complete the work without a permit only if the structure is their primary residence
 - i. Investment properties and rentals can NOT be done by the owner and must be done by a licensed plumber.
- b. Licensed plumbers must pull a plumbing permit anytime new pipe is going to be installed (DWV and water lines included)

12. Required Inspections

- a. Rebar inspections -Before any concrete is poured (If applicable)
 - i. Footing
 - ii. Foundation wall
 - iii. Weatherproofing exterior walls
 - iv. Deck Sonotubes
- b. Framing – Before Insulation and after rough in plumbing and mechanical
- c. Plumbing rough in - Under slab and above ground – (If applicable)
- d. Mechanical rough in – Ductwork (If applicable)
- e. Firewalls – (If applicable)
- f. Plumbing and mechanical final inspections – (If applicable)
- g. Final Building – Required to close out the permit.
 - i. **Note: If any inspections are missed that pertain to your project, uncovering the work may be 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 We prefer a single .pdf file for plans, with a separate file for the application. Any additional documents can be sent as separate files as well.