



BUILDING PERMIT CHECKLIST Commercial/Industrial Construction

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**
 - Occupancy Classification
 - Floor plans
 - Elevations and Cross Sections
 - Door and Window Schedules
 - Structural Plans
 - Mechanical Plans
 - Plumbing Plans
 - Electrical Plans
 - Fire Prevention Plans
- Zoning Certification**
 - Speak with a Planner (OPEN OFFICE HOURS DAILY 10:00 AM to 2:00 PM or by appointment)
 - dpipinich@bsb.mt.gov
 - 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

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** ([click here](#))
 - Licensed electrician needs to apply for permit
- 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

Partial application packages are not accepted!

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