



BUILDING PERMIT CHECKLIST Residential Construction

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

- Building Permit Application** ([click here](#))
- Truss Drawings**
 - Engineered – a copy of the engineered truss drawings
 - Hand framed – a design professional stamped drawing
- Construction Plans**
 - Floor plans
 - Wall sections
- Zoning Certification**
 - **Speak with a Planner (OPEN OFFICE HOURS DAILY 10:00 AM to 2:00 PM or by appointment)**
 - esaracki@bsb.mt.gov
 - dpipinich@bsb.mt.gov
 - Zoning Map ([click here](#))
 - Zoning Ordinance ([click here](#))
 - Septic Permit (if applicable)
 - Access to public utility services (if applicable)
- Site Plan** ([click here for example](#))
 - Location of buildings on site
 - Dimensions from other buildings and/or lot lines
 - Height of new construction
- Floor Joist Information**
 - TJI - joist information and span table is required
 - Sawn Lumber – Species, grade and span is required

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** ([click here](#))
 - Required anytime electrical work is being done
 - Licensed electrician needs to apply for permit (unless self-performing on primary residence)
- 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

Permit No.....

BUTTE - SILVER BOW Building Code Department

Tract No.....

City License No.....

(Record not for Contractor use.)

I. LOCATION OF BUILDING

Number and Street

Fire Dept. (Preliminary ✓) Health Dept. (Preliminary ✓)

Subdivision..... Lot..... Block.....

II. IDENTIFICATION — To be completed by all applicants.

Table with 4 columns: Name, Mailing Address — Number, Street, City, and State, Zip Code, Tel. No. Rows include 1. Owner, 2. Contractor, 3. Architect.

The owner of this building and the undersigned agree to conform to all applicable laws of Butte - Silver Bow

Table with 3 columns: Signature of Applicant, Address, Application Date

III. TYPE AND COST OF BUILDING—All applicants complete Parts A-D

Form sections A-D: A. TYPE OF IMPROVEMENT, B. OWNERSHIP, C. COST, D. PROPOSED USE (For "Wrecking" most recent use.)

IV. SELECTED CHARACTERISTICS OF BUILDING—For new buildings and additions, complete Parts E-L; for wrecking, complete only Part J, for all others skip to IV.

Form sections E-L: E. PRINCIPAL TYPE OF FRAME, F. PRINCIPAL TYPE OF HEATING FUEL, G. TYPE OF SEWAGE DISPOSAL, H. TYPE OF WATER SUPPLY, I. TYPE OF MECHANICAL, J. DIMENSIONS, K. NUMBER OF OFF-STREET PARKING SPACES, L. RESIDENTIAL BUILDINGS ONLY

INDICATE: SHOW LOT LOCATION, NEAREST STREET INTERSECTION AND NAME OF STREETS

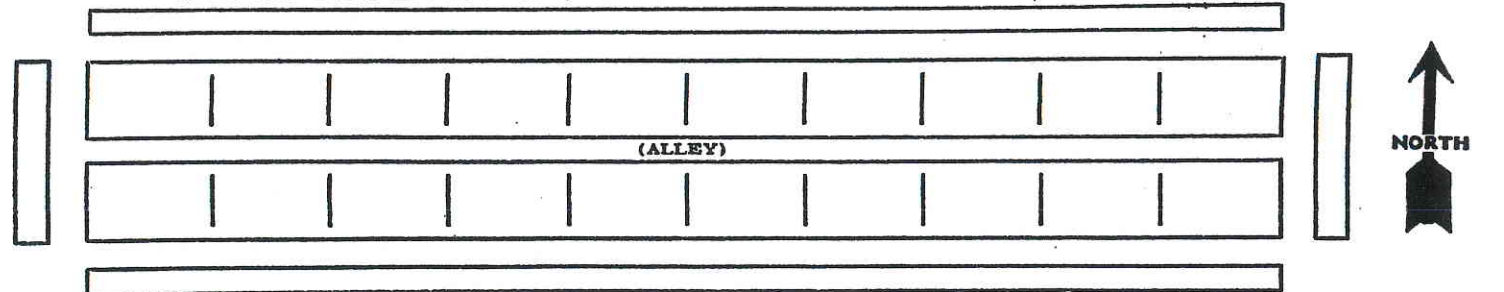


Table with 4 columns: Approved by, Permit Fee, Date Permit Issued, Permit Number