



# Commercial Building Permit Application

City of Whitefish, Planning & Building Department

PO Box 158, Whitefish, MT 59937

Phone: (406) 863-2410 / Fax: (406) 863-2409

**The following information MUST be submitted with this application:**

- Two (2) sets of plans with a licensed architect's stamp (detailed construction drawings at 1/4" scale – see back for more details)
- One (1) 11x17 site plan indicating: setbacks from property line & lot size
- Engineering may also be required by the Building Official
- PDF of architectural and engineering plans (email to [buildingdept@cityofwhitefish.org](mailto:buildingdept@cityofwhitefish.org))
- ARC Review approval letter
- \$500 plan review fee (deducted from building permit fee)

(Please print clearly. All information **MUST** be completed.)

<b>PROJECT INFORMATION</b>	<b>Project Address:</b> _____	
	<b>Project Description:</b> _____	
	<b>Class of Work:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Repair	
	<b>Project Valuation:</b> _____	
	<b>Land Information</b>	<b>Building Information</b>
	<b>Zoning District:</b> _____	<b>Finished sq ft (excluding basement):</b> _____
<b>New Building Footprint (sq ft):</b> _____	<b>Basement sq ft:</b> _____	
<b>Existing Building Footprint (sq ft):</b> _____	<b>Garage sq ft:</b> _____ <b>Carport sq ft:</b> _____	
<b>Lot Size (sq ft):</b> _____	<b>Covered Porches/Decks sq ft:</b> _____	
<b>% of Lot Coverage:</b> _____	<b>Open Porches/Decks sq ft:</b> _____	
<b>PROPERTY OWNER</b>	<u>Notify</u>	<b>Name:</b> _____
	YES	<b>Address:</b> _____
	NO	<b>City, State, Zip:</b> _____ <b>Phone #:</b> _____
		<b>Email:</b> _____
<b>GENERAL CONTRACTOR</b>	<u>Notify</u>	<b>Name:</b> _____
	YES	<b>Address:</b> _____
	NO	<b>City, State, Zip:</b> _____
		<b>Phone #:</b> _____ <b>City Business Lic #:</b> _____
		<b>Email:</b> _____
<b>DESIGNER / ENGINEER</b>	<u>Notify</u>	<b>Name:</b> _____
	YES	<b>Address:</b> _____
	NO	<b>City, State, Zip:</b> _____ <b>Phone #:</b> _____
		<b>Email:</b> _____

**NOTICE:** § 11-2-3B(14) "No terrain disturbance for development purposes may be undertaken until such time as a site plan pursuant to a building permit is approved by the City Planning Dept. § 8-1-34 "Prohibits the provision of permanent water and/or sewer service to any newly constructed or remodeled structure until such structure has complied fully with all city codes."

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has or will commence prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Whitefish.

**APPLICANT AFFIDAVIT:** I certify that all the foregoing information is accurate. Signature below indicates acceptance of financial responsibility for plan check fees and postage expenses associated with plan review. **Plans will not be reviewed without signature.**

**APPLICANT SIGNATURE:** (circle one)

**Owner**

**General Contractor**

**Designer/Engineer**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLANS SUBMITTED FOR THE APPROVAL PROCESS MUST CONTAIN SUFFICIENT DETAIL AS TO ALLOW CONSTRUCTION OF THE STRUCTURE USING ONLY THE SUBMITTED DOCUMENTS AND BE SUFFICIENT TO DETERMINE COMPLIANCE WITH ALL BUILDING AND CITY CODES**

<p align="center"><b>Site Plan</b></p> <p>Small scale, 11x17 inch paper (1 copy)          Residence address/Legal description          All streets bordering property labelled          Property lines and dimensions from side, front and rear yards              In most cases, setbacks are measured to foundation wall              A few areas and zero setbacks require measures to the eave line          All site improvements including:              Existing construction              New construction              Patios and decks              Driveways (list dimensions)              Indicate any trees on city boulevard possibly impacted by site plan</p>	<p align="center"><b>Floor Plan (1/4" scale)</b></p> <p>Provide a complete architectural floor plan for each level          Show all interior partitions and dimensions          Label proposed use of all rooms or areas          Location of all windows and doors              Include dimensions and types of windows used          Indicate window well if basement egress          Indicate mechanical equipment location (furnace, water heater)          Attic access – location and size          Crawl space access – location and size          Smoke detector locations          Safety glazing          Clothes dryer vent, bathroom exhaust fans – location/termination</p>
<p align="center"><b>Exterior Elevations</b></p> <p>Illustrate all sides of the building per scale          Finish grade          Roof slope          Finish height (natural grade to peak)</p>	<p align="center"><b>Stair Section (1/4" scale)</b></p> <p>Provide a stair section          Show rise and run dimensions          Headroom height          Handrail and guardrail locations and height</p>
<p align="center"><b>Foundation Plan (1/4" scale)</b></p> <p>Show type of foundation to be used and dimensions          Indicate basement and/or crawl space areas          Damp/water proofing          Detail crawlspace tempering/Energy conservation code          Show crawl space vent locations          Indicate mechanical equipment locations</p>	<p align="center"><b>Framing Details (1/4" scale)</b></p> <p>Floor framing              One complete structural plan per floor identifying:                  Framing material                  Type of material                  Spacing                  Support headers and sizes                  Support post                  Bearing walls                  Required shear panels                  Include seismic connections</p> <p>Roof framing              A complete structural plan identifying:                  Framing material                  Trusses – engineering must be provided                  Rafters – type of material, size and spacing                  Bearing walls                  Attic ventilation                  Include seismic connections</p> <p align="right"><i>*Indicate proper snow load          Seismic zone D1 and 110 MPH wind *</i></p>
<p align="center"><b>Wall Section (1/4" scale)</b></p> <p>Complete foundation detail              Wall section to show details from the footing to the ridge line          Size of footing and foundation wall          Anchor bolts size and location          Exterior wall framing to include:              Stud size and spacing              Header type and size for exterior openings              Truss blocking          Insulation values              Exterior walls              Foundation              Crawl space              Roof/ceiling</p>	

**Note from the Public Works Department**

Detailed drainage and erosion control plans are required for development or redevelopment that changes the existing footprint or creates new impervious area. See fee schedule. Right of Way excavation permits are required and there are specific requirements for concrete driveway approaches. For more information, refer to the Whitefish Standards for Design and Construction or contact Public Works at 406-863-2460.

Permanent water and/or sewer service will be granted only after all code requirements are confirmed to be complete. Codes include, but are not limited to, such items as: paving, landscaping, required permits and inspections and payment of applicable fees. A financial guarantee in the form of a bond or letter of credit with a specified completion date may be required for any work that cannot be immediately completed.

**ALL ABOVE ITEMS MUST BE INCLUDED WITH THE APPLICATION**

Incomplete applications will not be accepted. Additional materials may be requested.