



Whitefish Building Department

PO Box 158, Whitefish, MT 59937 / Phone: (406) 863-2410 / Fax: (406) 863-2409

Plan Submittal Form / Request For Permit

JOB ADDRESS	Legal Description
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Owner		Phone:
Mailing Address		Cell:

Contractor		Email:
Mailing Address		Phone:
City Business License # (required)	Cell:	

Design/Engineer		Email:
Mailing Address		Phone:
		Cell:

Class of Work: NEW _____ ADDITION _____ REMODEL _____ REPAIR _____

Project Description:

Project Valuation: \$ _____	§ 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.
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LAND INFORMATION	BUILDING INFORMATION	
Zoning District	Finished sq. ft. <small>(exclude basement)</small>	Basement sq. ft.
New Building Size (sq ft) <small>(footprint of all new bldgs)</small>	Unfinished sq. ft. <small>(exclude basement)</small>	
Existing Building Size (sq ft) <small>(footprint of all existing bldgs)</small>	Garage sq. ft.	Carport sq. ft.
Lot Size Sq. Ft.	Covered Porches sq. ft.	Decks/Open Porches sq. ft.
% of Lot Coverage	Other Structures:	Roof Snow Load =
		Wind Load 90 / Seismic Design D-1

DISTANCE of structure to property line (must be shown on site plan) FRONT _____ ft. SIDE _____ ft. REAR _____ ft.

Additional Information:

A detailed set of construction drawings (1/4" scale) must be submitted with this application (see back for more information)

- ** Three (3) - 11x17 site plans indicating setbacks and lot size **must** be submitted
- ** Commercial projects require **two** set of plans with a MT licensed architect wet seal
Engineering plans may also be required by the Building Official
- ** An Erosion Control Plan is required with all new construction submittals

A PLAN REVIEW DEPOSIT REQUIRED AT TIME OF SUBMITTAL.

SFR: \$200 plan review fee (deducted from bldg permit fee) & \$100 erosion control plan review fee (non-deductible fee)
Commercial & Multi-family (3 or more units): \$500 plan review fee

Once plan reviews are completed, applicable fees will be assessed and permits issued upon payment.

Notice to Applicants / Signature Is Required For Submittal

§ 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."

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 & 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.

Signature of Owner (or Authorized Agent) _____ Date _____

BUILDING PERMITS NOT PAID WITHIN 30 DAYS FROM NOTIFICATION OF COMPLETION OF THE REVIEW PROCESS SHALL BE **VOID**

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

Site Plan (3 copies required)

Small scale, 11 x 17 inch paper
 Residence Address / Legal Description
 All Streets Bordering Property Labeled
 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 Blvd** Possibly Impacted By Site Plan

Floor Plan (1/4" scale)

Provide a Complete Architectural Floor Plan for Each Level
 Show All Interior Partitions and Dimension
 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

Exterior Elevations

Illustrate All Sides of the Building per Scale
 Finish Grade
 Roof Slope
 Finish Height (Natural Grade to Peak)

Stair Section (1/4" scale)

Provide a Stair Section
 Show Rise and Run Dimensions
 Headroom Height
 Handrail and Guardrail Locations and Height

Foundation Plan (1/4" scale)

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

Framing Details (1/4" scale)

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

Wall Section (1/4" scale)

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

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

**INDICATE PROPER SNOW LOAD
 SEISMIC ZONE D1 AND 90 MPH WIND**

ONE Complete Set of Plans Required for Residential Projects
TWO Complete Sets of Plans, STAMPED by Architect / Engineer
 Commercial and Multi-Family Projects of Three or More Units

NOTE FROM THE PUBLIC WORKS DEPT: 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 406-863-2450.

ALL ABOVE ITEMS MUST BE INCLUDED WITH THE APPLICATION

Incomplete Applications Will Not Be Accepted / Additional Materials May be Requested