



Date Submitted (for office use only): \_\_\_\_\_

# Commercial Building Permit Application

City of Whitefish, Planning & Building Department

PO Box 158, Whitefish, MT 59937

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

**Civil Engineering plans must be submitted separately to Public Works:**

**[publicworks@cityofwhitefish.org](mailto:publicworks@cityofwhitefish.org) - 406-863-2460**

One (1) application must be completed per independent structure.

Submit applications electronically to [buildingdept@cityofwhitefish.org](mailto:buildingdept@cityofwhitefish.org).

Applications will not be considered complete until all documentation and fees have been received.

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

- One (1) set of plans with a licensed architect's stamp (detailed construction drawings at 1/4" scale)
- One (1) site plan indicating: setbacks from property line & lot size
- Engineering may be required by the Building Official
- Completed Plumbing Fixture Count Form (attached – page 4)
- Completed Public Tree Impact Form (attached – pages 5-6)
- Architecture Review Committee (ARC) approval letter (for duplex, townhome, & multifamily projects)
- Land Use approval (if applicable – i.e. Conditional Use Permit, Variance, Subdivision, etc.)
- Water Quality Protection (WQP) checklist (if within 200 ft of a lake, wetland, stream, or river)
- \$500 plan review fee (deducted from building permit fees)

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

PROJECT INFORMATION	Project Address: _____ Assessor #: _____	
	Project Description (type of work being done): _____	
	Class of Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Repair	
	Project Valuation (cost for materials & labor to complete project): _____	
	<b>Land Information</b>	
	Zoning District: _____	
	Existing Building Footprint (sq ft): _____ New Building Footprint (sq ft): _____	
	Lot Size (sq ft): _____ % of Lot Coverage: _____	
	<b>Existing Building Information</b>	<b>New Building Information</b>
	# of Structures Currently on Lot: _____	Finished sq ft (excluding basement): _____
Type of Structures Currently on Lot: _____	Basement sq ft: _____	
	Garage sq ft: _____	
Will Any of These Structures Be Removed Prior to This Project Starting: <input type="checkbox"/> Yes <input type="checkbox"/> No	Carport sq ft: _____	
If Yes, Which Ones: _____	Covered Porches/Decks sq ft: _____	
	Open Porches/Decks sq ft: _____	

<b>OWNER / TENANT</b>	Notify	<b>Name:</b> _____
	YES <input type="checkbox"/>	<b>Address:</b> _____
	NO <input type="checkbox"/>	<b>City, State, Zip:</b> _____ <b>Phone #:</b> _____
	<input type="checkbox"/>	<b>Email:</b> _____
<b>GENERAL CONTRACTOR</b>	Notify	<b>Name:</b> _____
	YES <input type="checkbox"/>	<b>Address:</b> _____
	NO <input type="checkbox"/>	<b>City, State, Zip:</b> _____ <b>Phone #:</b> _____
	<input type="checkbox"/>	<b>Email:</b> _____
<b>DESIGNER / ENGINEER</b>	Notify	<b>Name:</b> _____
	YES <input type="checkbox"/>	<b>Address:</b> _____
	NO <input type="checkbox"/>	<b>City, State, Zip:</b> _____ <b>Phone #:</b> _____
	<input type="checkbox"/>	<b>Email:</b> _____

**NOTICE:** § 8-1-3 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.

APPLICANT AFFIDAVIT

This 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.

I certify that all the information provided in the application is accurate.

My signature below indicates acceptance of financial responsibility for all application and permit fees.

**APPLICANT SIGNATURE:** (Applications will not be reviewed without signature.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title  
(i.e. Owner, Tenant, Contractor, Designer, etc.)

\*May be signed by the applicant or representative, but an authorization letter from the owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included.

**Plans submitted for the approval process must contain sufficient detail as to allow construction of the structure using only the submitted documents and to determine compliance with all Building and City codes.**

<p style="text-align: center;"><b>Site Plan</b></p> <p>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 boulevard possibly impacted by site plan</p>	<p style="text-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 &amp; CO<sub>2</sub> detector locations          Safety glazing          Clothes dryer vent, bathroom exhaust fans – location/termination</p>
<p style="text-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 style="text-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 style="text-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          Waterproofing          Detail crawlspace tempering/Energy conservation code          Show crawl space vent locations          Indicate mechanical equipment locations</p>	<p style="text-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                  <i>*Indicate proper snow load,                  Seismic zone D1, and 110 MPH wind *</i></p>
<p style="text-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>	
<p style="text-align: center;"><b>Note from the Public Works Department</b></p> <p>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.</p>	
<p>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.</p>	
<p style="text-align: center;"><b>ALL ABOVE ITEMS MUST BE INCLUDED WITH THE APPLICATION</b>          Incomplete applications will not be accepted. Additional materials may be requested.</p>	





### **Public Tree Impact Form**

When excavation/construction is planned to take place within 50 feet of a public tree, this application must be completed and submitted to the Parks and Recreation Department at least 2 working days prior to excavation or construction. Excavation and building permits will not be issued until this application has been approved. The Parks and Recreation Department may complete a site visit prior to approval and will process the application within 2 working days of receipt. Notice of approval will be provided to the Project Manager and other corresponding city departments.

Project Manager: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_

Tree Locations: \_\_\_\_\_

Tree Species: \_\_\_\_\_

Diameter at Breast Height (DBH): \_\_\_\_\_

Number of trees on adjacent properties with canopies extending into project area: \_\_\_\_\_

#### **The following items must be in place prior to excavation/construction.**

\_\_\_\_\_ TPZ fencing installed (snow fence, chain link, etc.)

\_\_\_\_\_ Tree Protection Zone signs posted

\_\_\_\_\_ Photographs of the installed Tree Protection Zone signs & fencing sent to the Parks Department

**In areas where it is unavoidable for construction to impact the TPZ, the following must be provided.**

Explanation as to why the construction zone must intersect with TPZ. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Mulch applied (minimum 6" required, when work is performed inside the TPZ)

\_\_\_\_ Photographs of mulched area sent to the Parks Department

Applicant comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I acknowledge that all information is true and that all fencing must remain in place throughout the entire construction and any protected tree on site that is damaged during construction will require replacement at the appraised value.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE

Urban Forestry Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Tree Value: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

**Parks Department Contact Information**

Jen Sybrant, Urban Forester (406) 260-5133      jsybrant@cityofwhitefish.org

Philip Hodge, Arborist (406) 885-0049      phodge@cityofwhitefish.org