



ANACONDA-DEER LODGE COUNTY  
BUILDING PERMIT APPLICATION  
(Please Fill Out Entire Application)

**ABOLUTELY DO NOT BEGIN PROJECT UNTIL ALL PAPERWORK IS FINALIZED AND PHYSICAL PERMIT HAS BEEN OBTAINED**

PERMIT RECEIVED BY: \_\_\_\_\_

DATE OF RECEIPT: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

## MEMORANDUM

Attached, please find you Building Permit Application.

Please be advised for new residential construction, that an Administrative Development Permit (ADP), as well as a Septic and/or Well Permit and a Driveway Approach Permit (depending on each individual construction site) is required before a Building Permit Application can be approved. The Office of Environmental Health handles all well and septic permits, and they can be reached at (406) 563-4035. All other permit applications can be obtained in the Planning Office at (406) 563-4010.

The Building Permit and the Administrative Development Permit require a full set of plans from a Registered Design Professional or Engineer before a review of this application can take place. **The Building/Planning Department requires a minimum of two (2) weeks from the receipt of completed application and plans for review.**

Please be advised that construction must begin within six (6) months of Building Permit approval. Building Permits expire six (6) months from the date of being issued if construction has not been started. After construction begins, the construction should be completed within six (6) months, however extensions may be requested prior to expiration, not less than one (1) month prior. If an extension request is not received before the expiration date, the Building Permit will be null and void and the process will need to be restarted. Extensions may be requested due to weather conditions and/or financial difficulties.

If you have any further questions, please feel free to call the office at (406) 563-4010.

***Note: Twenty-Four (24) hour notice is required for all inspections***



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The applicant must fill out Page 2 and sign Page 4. Your permit will not be processed if you do not fill out the required information. Please read all conditions on this application before signing. The property owner and/or licensed contractor must sign and date the application. Each permit requires a separate check processing.

**SECTION 1: Property Owner**

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone/Mobile #: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **SELF:**

Contractor/Business Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone/Mobile #: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 County License #: \_\_\_\_\_

**SECTION 2: Property Information**

**Location:**  
 Project Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

**Legal Description:**  
 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
 Block: \_\_\_\_\_ Lot: \_\_\_\_\_ COS/Tract#: \_\_\_\_\_  
 17-Digit Geocode: \_\_\_\_\_

**Total Area (Square Footage):**  
 Lot/Property Size: \_\_\_\_\_ sq ft  
 Proposed Structure: \_\_\_\_\_ sq ft  
 Existing Structure (if applicable): \_\_\_\_\_ sq ft

**Building or Structure Use (please check only one):**

Residential  
      Single Family    Duplex    Townhouse  
 Multi-Family \_\_\_\_\_ Units  
 Storage Building        Detached Garage  
 Other \_\_\_\_\_

Commercial/Non-Residential  
 Previous Use: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
 Business Name: \_\_\_\_\_

**SECTION 3: SANITARIAN APPROVAL (if applicable)**

Septic:        Approved    Denied    N/A  
 Well:          Approved    Denied    N/A

**SECTION 4: HISTORICAL PRESERVATION APPROVAL  
(if applicable)**

Is this property in a Historical District?  Yes    No

Approved    Denied    N/A

**SECTION 5: PROPOSED WORK**

New Construction    Foundation Work    Remodel    Addition    Change of Use    Repair    Roof Structures  
 Emergency Repair    Fire Suppression    Moving Building

Project Description: \_\_\_\_\_



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**BUILDING PERMIT/PLAN REVIEW FEES**

Total VALUATION	Building Permit Fee
\$1 to \$500	\$23.50
\$501 to \$2000	\$23.50 for first \$500 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000
\$2001 to \$25,000	\$69.25 for first \$2000 plus \$14 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25 for first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75 for first \$50,000 plus \$7 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to UP	\$5,608.75 for first \$1,000,000 plus \$3.15 for each additional \$1,000 or fraction thereof, up and over 1,000,001

Other inspections and fee;

- Inspections outside of normal business hours (minimum charge: 2 hours) \$75/hr.
- Inspections for which no fee is specifically indicated (min charge: 2 hours) \$75/hr.
- Plan Review Fee
  - **When submittal documents are required, a plan review fee must be paid in addition to the building permit fee. The plan review fee is 35 percent of the building permit fee.**
  - Additional plan review required by changes, additions, or revisions to plans (min charge: 1 hour) \$75/hr.
  - Actual cost includes administrative and overhead cost.

**BUILDING PERMIT FEE (PLANNING USE ONLY)**

Estimated Project Cost: \$ \_\_\_\_\_

Building Permit Fee (see above table) \$ \_\_\_\_\_ Plus Plan Review Fee (35% BP Fee) \$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_ Received by: \_\_\_\_\_ Check/Receipt # \_\_\_\_\_



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**PLAN SUBMITTAL REQUIREMENTS Residential, Commercial, and Industrial**

Plans and specifications can be drawn to scale on paper or electronically and are to be of sufficient clarity to indicate the location, nature and extent of the work proposed. It should show in detail that it will conform to the provisions of the International Building Code (IBC) & International Residential Code (IRC) that has been adopted.

- A site plan locating the proposed building and any existing buildings on the property, and showing distances to property lines, streets, roads, alleys, and the existing buildings on the property. If required, a handicap accessible route and parking space(s) must also be shown on the site plan.
- A dimensioned floor plan showing interior and exterior walls, opening location and size, operating windows, door swings, room or area uses, exit sign locations, and handicapped toilet rooms.
- Identification of the use of each room or area of the building, with a list of materials or supplies to be used or stored, and a description of any product to be manufactured or service to be performed.
- A dimensional typical section through the structures showing footing, foundations, walls, floors, ceilings, roof materials, and all details. The roof and floor framing plans must show size and spacing of all members.
- Seal and certification of a licensed Montana engineer/designer for the roof trusses used, and for footing foundation design that are not in compliance with the code, such as slab on grade.
- Material specifications as appropriate, for example, roofing materials, sheetrock type and thickness, door type and rating, etc.
- All building insulation R-values and description of heating and ventilation equipment and combustion air provisions, along with the capacities of the equipment. Plans must demonstrate compliance with the International Energy Conservation Code, as adopted by the State of Montana, submittal of *COMcheck* Energy Compliance Tool is an acceptable demonstration of compliance.

<https://www.energycodes.gov/comcheck>

By executing this application, the applicant acknowledges and agrees that:

- The information supplied is true and correct.
- The proposed project may be subject to other laws and regulations including, but not limited to, local development standards and flood plain requirements.
- Issuance of a building permit is provisional. That is, such permit is conditional on the plan and specifications submitted and then approved and does not extend to any changes without the express consent of the Planning Director.
- Separate plumbing, electrical, and mechanical permits may all be required. It is the sole duty of the applicant to obtain these.
- Construction of the proposed project may not be started by any person or contractor until a building permit is issued. The building may not be used or occupied by any person until an occupancy inspection or certificate of completion has been signed off by the Planning Director.

**A COUNTY BUSINESS LICENSE IS REQUIRED FOR ANY CONTRACTOR DOING BUSINESS IN ANACONDA-DEER LODGE COUNTY AND ABSOLUTLY NO BUILDING PERMIT WILL BE ISSUED WITHOUT AN ACTIVE BUSINESS LICENSE.**

**X**

Signature of Property Owner

Date