

City of Lewistown
Commercial Building Permit Checklist
(New Structures, Additions, and Structural Modifications)

Address of property being improved: _____

Work to be done: _____

Property Owner: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____

Actual Floor Area (per floor) _____ Height _____ Number of Stories _____

Occupancy Classification _____

Occupant Load _____ Type of Construction _____

CHECKLIST-

1. Plans must be stamped by Montana Licensed Architect or Engineer
2. The Prime or General Contractor must be a Registered Contractor licensed with the State of Montana and have a current City Business License.
3. Three paper copies (**Architectural D: 24" X 36"**) and one electronic copy of final plan set.
4. Is the property located within a FEMA designated floodplain? If so, a floodplain permit is required, provide documentation of approved floodplain permit.

PLANS –must include the following:

1. Job name / complete legal address / legal description
2. Site plan showing current and/or proposed construction, building orientation and all dimensions from property lines to structure along with setback requirements.
3. Foundation – roof and floor framing plan
4. Floor plan
5. Cross sections
6. Exterior elevations
7. Mechanical, plumbing and electrical where applicable
8. Engineer stamped fire protection plans including calculations and manufacture cut sheets
9. Details to show code compliance
10. Finish schedule and specifications
11. Interior and exterior finishes
12. Utility connection details
13. Storm-water drainage and retention ponds (if required)
14. Curb & gutter and sidewalk plan
15. Parking plan
16. Signage plan (separate permit required for signs)

All documentation must be delivered to the Building Department. The application will then undergo an internal review by the following city departments;

- Building Department
- Planning /Zoning Department
- Public Works Department
- 911 Coordinator
- Fire Department

All commercial applications may be sent out for external review at the building official's discretion. A simultaneous internal review process will also be completed. Additional costs incurred for plan review will be added to the building permit fee.

Requirements for Tenant Improvements, Change in Use or Change in Occupancy will be reviewed on a case by case basis.

Details must be provided to show compliance with all aspects of the codes including the **International Building Code 2012 IBC as amended by ARM 24.301.131, International Existing Building Code 2012 IEBC, International Energy Conservation Code 2012 IECC** as amended by **ARM 24.301.161, International Fire Code 2012 IFC** as amended by **ARM 23.12.601** and the City of Lewistown's Ordinance **#1749 and #1750** the adopted codes and ordinances of the City of Lewistown.

I understand it is my responsibility to comply with all code, rules and regulations of the City of Lewistown. I have provided the information as stated above and acknowledge that any omission in the required documentation is my responsibility and if not provided may result in a delay in the review process. I understand the above and attest all information is true and complete.

Name (Please Print): _____

Signature: _____ Date: _____

Phone Number: _____ Alternate Phone Number: _____