

**City of Lewistown**  
**Residential Building Permit Application Procedure**  
**(New Structures and Additions)**

Property Owner: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Address of property being improved: \_\_\_\_\_

Work to be done: \_\_\_\_\_

**The following information must be provided before your application will be accepted:**

1. Two complete building plans (drawn to scale) including the following:
  - job name/complete legal address/legal description
  - floor plan
  - foundation plan - roof and floor framing plan
  - exterior elevations
  - cross sections footing to roof
  - details as needed to show compliance with all codes
  - finish schedule and specifications
  - mechanical, plumbing, electrical plans where applicable
  - the building official may require the professional preparation and wet stamp of plans, drawings, specifications or calculations for structures that deviate from requirements for conventional light wood-frame construction and/or in cases where the construction is determined by the building official to be hazardous to the health, safety, and/or welfare of the occupants or the public.
2. Soils report (if site requires special design requirements)
3. Two site plans showing current and/or proposed construction, building orientation and all dimensions from property lines to structure along with setback requirements.
4. Water and sanitary sewer location and service line details.

**All plans must comply with 2012 International Residential Code (IRC), 2012 International Energy Conservation Code as amended by ARM 24.301.161**

Applications will be processed through the following city departments for review:

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

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.

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Applicant

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Date