

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

Property Owner: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____

Legal Description: _____

Address of property being improved: _____

Work to be done: _____

CHECKLIST-

1. Plans stamped by Montana Licensed Architect or Engineer
2. Three complete building plans. If an independent plan review is required one plan may also be submitted electronically to an approved agency.

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.
(Note - special requirements for Fire department)
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

All documentation must be delivered to the Building Department. The building official will then take the application to be processed through the following city departments for review:

- Building department
- Planning /Zoning department
- Public Works department
- 911 Coordinator
- Fire department (special requirements - one site plan and floor plan to be provided in 1/8" scale in addition to the site plan and floor plan already required)

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

I am acting on the owner / developers behalf and certify that a diligent effort has been made to show compliance with **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 2009 IFC** as amended by the City of Lewistown's Ordinance #1733 and the adopted codes and ordinances of the City of Lewistown, and the state of Montana. I further recognize it is my responsibility to provide complete and accurate information and a failure to do so may delay the permit process.

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

Occupancy _____

Type of Construction _____

Occupant Load _____

Details have been provided to show compliance with all aspects of the codes including structural, electrical, plumbing, mechanical, energy, and accessibility.

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.

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: _____