



City of Hamilton

920 New York Ave

Hamilton, MT 59840

Phone: (406) 363-3316

Email: dpwsec@cityofhamilton.net

pwclerk@cityofhamilton.net

RESIDENTIAL BUILDING PERMIT APPLICATION

**PLEASE READ THROUGH INSTRUCTIONS BEFORE SUBMITTING YOUR APPLICATION
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

When making an application for a construction permit, you must submit:

- A complete, signed permit application, including the legal description of the property, the owner, and contractor information
- A complete signed site plan checklist
- Residential Building:
 - Two copies of complete construction plan sets and one digital (PDF) copy
 - Signed and completed ResCheck in PDF (new construction)
 - www.energycodes.gov/rescheck

Instruction for Residential Building Permit Submittal

1. Submit complete building permit and appropriate plans. If submittal is not complete it will not be accepted.
2. Complete submittals will be sent to Planning, Zoning, Public Works and Building Official for approval. Approvals could take up to 10 days.
3. If more information is needed for approval, then 10 days starts over from when you resubmit the requested information.
4. You will be contacted by Building Dept staff once your permit is ready to be issued. Building permit fees must be paid when permit is picked up.



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Document Submittal Checklist – Residential Projects

The items listed below are needed to submit your project for plan review. Without the appropriate items, we will be unable to render a complete and thorough plan check. This will cause delays in the plan review procedure and permit issuance. **Note: We do not accept any Deferred Submittal projects.**

In general, the plans should be:

- Clearly delineated, showing all existing and new construction, including pertinent phasing
- Drawn to scale and fully dimensioned
- Clear and legible; → illegible plans will not be accepted

Plan sets shall consist of:

General information pages including applicable codes and ASCE design loads

Site Plan (include utilities, water & sewer service location and size, grading, drainage plan, and site improvements)

Architectural plans, including floor plan, elevations, roof plan, door and window schedules, section drawings

Structural Plans, including foundation plan, Elevations, framing plan with section drawings, floor framing plan, shear wall plan with schedules, roof framing plan, suspended ceiling framing, section drawings, and all structural details as appropriate

Energy Calcs (www.energycodes.gov/rescheck | www.energycodes.gov/comcheck)

Plan sets should also include the following: (if applicable)

Water supply and drainage calculations

Truss drawings with engineering and truss layout

Soil Reports and compaction tests (if applicable)

You will need to have an Architect or Engineered stamped set of plans if your plans are not one of the following:

- Single family dwelling not more than two stories with a basement in height.
- Multiple dwellings containing no more than four dwelling units and not more than two stories with a basement in height. Also, a maximum of four dwelling units on any lot.
- Garages or other structures appurtenant to single-family dwelling not more than two stories with a basement in height.
- Agricultural and ranch buildings unless the Building Official deems that an undue risk to the public health, safety or welfare is involved.

Specific Plan Sheet Information-

1. General Information: (cover sheet)

Included NA

Project name & address, as well as project owner's name, address, and phone number
Zoning District
Name, title, address, phone number of design professional, project coordinator
Current applicable codes project is designed to
Occupancy group(s) and type of construction, fire sprinklers/system type
Design loads
Gross square footage for each separate occupancy classification
Total square footage of building and/or tenant improvement
Allowable area calculations
Description of scope of work
Index of drawings
Vicinity map, location, and North arrow
Stamp & wet signature of design professional (all sheets, if required)
Special Inspection Program (if applicable)

2. Site Plan

Included NA

Lot dimension showing whole parcel and property lines
Show building pad or finish floor and street elevation
Building footprint-providing dimensions to property lines
Identify building orientation and North arrow
Electrical room or meters
Sewer lines/service connections
Water lines w/meter, water line size, back flow device(s), and service connection
Gas meters
Access roadways with driveway / egress location
Curbs and gutter, Sidewalk
Fire riser room, hydrant locations and water main size (if applicable)
Trash enclosures (if applicable)
Storm Drainage (PE stamped plans required for parking lot design)

3. Foundation Plan

Included NA

Show all new and any existing foundation / footings
Plan view required to scale
Show footing details, depth, insulation, grade beams, etc.
Show locations and provide installation details for all embedded hardware and reinforcing steel

4. Floor Plans

Included NA

Identify location within building where work is being done (Tenant Improvements)
Identify uses of adjacent space or suites (Tenant Improvements)
Show size of all wall openings with type of window and swing of doors
Identify means of egress
Identify any fire rated corridor systems
Show locations of mezzanines and stairways
Show locations of restrooms with disabled access requirements
Show construction information for any tenant walls (load bearing or not)

Identify the use of all rooms
Show appropriate references to section details
Storage and shelving plans (engineering may be required)

5. Detail Sheets and Elevations

Included NA

Complete accessibility/disabled access requirements and specification
Elevations with structural details
Details for all structural connections
Fire rated assembly details and specifications
Rated corridor construction details- (include full height section drawing if applicable)
Other details as needed to clarify construction

General Information

Before your Building Permit can be issued your plans will be reviewed by Planning, Public Works and Building Department. If you have questions about your submittal, please call before submitting.

- The Planning Department (406) 406-363-2101 ext 216 & ext 218
- Water/Wastewater/Public Works (406) 406-363-6717
- Building Inspection (406) 880-5832

The application with construction documents must be examined approved, and a building permit issued before construction begins.

- Note:
 - Detached Structures (garages, ADUs) require separate permits.
 - **BEGINNING CONSTRUCTION WITHOUT A PERMIT COULD RESULT IN DOUBLED FEES PER HMC 15.08.080.**

All construction shall comply with the minimum requirements of the following codes:

2021 International Building Code	2021 International Residential Building Code
2021 International Existing Building Code	2021 Uniform Plumbing Code
2021 International Mechanical Code	2020 National Electric Code
2021 International Energy Conservation Code	2021 International Fuel Gas Code
2021 International Swimming Pool & Spa Code	
2017 ICC A117.1 - Accessibility	



City of Hamilton

RESIDENTIAL BUILDING PERMIT APPLICATION

Permit #: _____

Issue Date: _____

Project Address: _____ Valuation _____ Square Ftg: _____

Building or Structure: Single Family Duplex Townhouse ADU Storage Building
 Detached Garage Other _____

Property Owner

Name: _____ Phone: _____

Address: _____ Email: _____

City, ST, Zip: _____

Contractor

SAME AS OWNER

Name: _____ Phone: _____

Address: _____ Email: _____

City, ST, Zip: _____

Project Contact Person

SAME AS OWNER

Name: _____ Phone: _____

Address: _____ Email: _____

City, ST, Zip: _____

Proposed Work: New Construction Addition Remodel Re-side Repair
 Change of Use Other _____

Description of Work: _____

Applicants Signature: _____ Date: _____

Boundary Locations Disclaimer

While the City may be able to assist in boundary location issues by referencing existing public information, City staff cannot provide details regarding the actual location of the boundaries of your property or other property held by private parties. If you are seeking to find the exact location of your property boundaries, whether for development, placing a mailbox, or resolving a dispute regarding fencing, you may need to hire a surveyor to determine the exact boundary location. If you are not sure about your exact boundary, the boundary should be surveyed prior to construction to determine the actual boundary line. The position of a current fence or structure should not be assumed to be an accurate boundary line. The exact location of private boundaries and disputes between neighbors are civil matters which may require you to seek independent legal advice.

OFFICE USE ONLY

Construction Type: _____ Occupancy Type: _____ # of Stories: _____
 # of Dwelling Units: _____ Max Occ Load: _____ Sprinklered: Y / N Required: Y / N

Plans Examiner: _____ Date: _____

On File: [] Contractor License [] Business License

Approved Y / N **Planning/Zoning:** _____

Approved Y / N **Public Works Director:** _____

Approved Y / N **Building Official:** _____