

**Residential Building Permit Application Submittal Checklist:
One/Two-Dwelling Units**



Address: _____ **Date of Submittal/Revision:** _____

Application Submittal:

Visit the [Citizen Access Portal](#) to submit a building permit application.

Applicability:

This checklist is required to be submitted for all new construction of, or additions to, single detached dwelling units, duplexes or two-unit townhouses, and accessory structures.

Application Acceptance:

The following checklist may not be all inclusive of everything required to complete the plan review process. A submittal is deemed complete if all applicable information on the checklist is provided, and all appropriate boxes are checked, and associated page numbers filled in. Submittals received prior to the completion of a land use process on the property will not be accepted per the screening questions below. **Resubmittals may be subject to a resubmittal fee.**

Resources:

- | | |
|---|---|
| Title 20 Zoning Code | 2018 International Residential Code |
| What's My Zoning? Interactive Map | 2018 International Energy Conservation Code |
| Missoula County Property Information System | (See MT Amendment for prescriptive values) |
| Title 12 Engineering Code | 2018 International Mechanical Code |
| City of Missoula Public Works Standards and Specifications Manual | 2018 International Fuel Gas Code |
| City of Missoula Standard Drawings | 2017 National Electric Code |
| Title 15 Building and Construction | 2018 Uniform Plumbing Code |
| Montana Fair Housing | 2018 International Fire Code (& Appendix D) |

A. REQUIRED DOCUMENTS

Please submit the following with the building permit (N/A = not applicable)

N/A	YES	
<input type="checkbox"/>	<input type="checkbox"/>	1. Blank Title (first) page (for stamps and comments from City Staff).
<input type="checkbox"/>	<input type="checkbox"/>	2. Building plans Note: Only digital (vectorized) plans are allowed, no hand drawn or scanned plans will be accepted.
<input type="checkbox"/>	<input type="checkbox"/>	3. Site plan Note: Only digital (vectorized) plans are allowed, no hand drawn or scanned plans will be accepted.
<input type="checkbox"/>	<input type="checkbox"/>	4. Grading and drainage plan if any portion of site exceeds 5% slope
<input type="checkbox"/>	<input type="checkbox"/>	5. Residential water meter sizing worksheet (for projects with 4 or more bathrooms and anytime two dwelling units will share one water supply line – see applicability section at top of worksheet)
<input type="checkbox"/>	<input type="checkbox"/>	6. City StormWater Pollution Prevention Plan (SWPPP) documents if the proposed area of soil disturbance exceeds 2,500 square feet.

[] []

7. Any other required documents as a condition of the subdivision, such as geotechnical report, elevation certificate, etc.

B. SCREENING QUESTIONS

Please answer all parts of the following questions.

NO YES

[] []

1. Is this building permit for a [Townhome Exemption Development \(TED\)](#)?

If yes, provide the record number of the approved Zoning Compliance Permit:

If not filed, please contact Planning at zoningdesk@ci.missoula.mt.us.

[] []

a. Has the TED Declaration been filed?


If yes, provide the book #_____ and page #_____ of the filed TED Declaration.

If not filed, please contact Planning at zoningdesk@ci.missoula.mt.us.

[] []

2. Is this project on a parcel of land that is waiting for a subdivision final plat, amended plat, or amended Certificate of Survey to be filed in order to create the parcel?


If yes, provide book #_____ and page #_____ of the final plat, amended plat, or amended certificate of survey associated with the subject lot.

If the land has a final or amended plat that has not yet been filed, do not submit a building permit. 

[] []

3. Is this project on land that is not in the city limits and awaiting an annexation to be approved and recorded?

If yes, provide the date of City Council approval _____

If the land has not yet been annexed, do not submit a building permit. 

[] []

4. Is this project on land that is waiting for approval of a rezoning, variance, design review, or other land use process?

If yes, provide the date of City Council, Board of Adjustment, or Design Review Board approval _____

[] []

5. Is this project on land that is in the floodplain or requires an elevation certificate?

If yes, contact Planning at zoningdesk@ci.missoula.mt.us.

[] []

6. Is the grade on any portion of the lot greater than or equal to 5%?

If yes, see Section E.1 below.

[] []

7. Is the grade on any portion of the lot greater than or equal to 15%?

If yes, see Section E.2. below.

[] []

8. Is this building permit for an [Accessory Dwelling Unit](#)?

If located in zoning districts R215, R80, R40, R20, RT10, R8, and R5.4, provide the book #_____ and page #_____ of the recorded notary statement that the proposal complies with the current applicable private covenants if adopted prior to June 5, 2013, or that no such private covenants exist that restrict the proposed use.

C. SITE PLANS

Please show the following items on the site plan. If the item applies to the site plan, enter the pg. number where the item can be found (ex: water meter location – pg. 5) If the item is found on multiple pages, enter “Var.” N/A = not applicable.

PG. #

General

1. North Arrow.
2. Scale (ex: 1" = 20') and dimension leaders. Provide dimensions from building exterior walls, projections, and stairs or balconies to property lines and other structures.
3. Boundaries and dimensions of property and property corners identified and in accordance with filed plat.
4. Label streets, cross streets and alleys. Existing and proposed structures with distances to property lines and adjacent buildings noted.
5. Proposed and existing boulevards or right of way. Installation and maintenance of boulevard landscaping requires a separate permit from Parks and Recreation ([Missoula Municipal Code \(MMC\) 12.48 and 12.32](#)). ([Permit Link](#))
Note: The approval of a boulevard landscaping permit is required prior to building permit approval. Boulevard landscaping must be installed prior to Certificate of Occupancy.
Note: See [City of Missoula Urban Forestry Resource Page](#) for the Approved Street Tree List, Tree Planting Standards, Missoula Parks and Recreation Design Manual, etc.
6. Types of existing and proposed structures including primary dwelling units, garages, carports, sheds, etc.
 - a. If detached [Accessory Dwelling Unit](#), provide the total building coverage percentage of accessory buildings in rear yard area in accordance with [MMC 20.45.060.C.4](#).
Note: Separate permits are required for each detached structure. Zoning compliance permits are required for all detached structures over 120 square feet.
7. Distance from property line to curb or edge of street (no reversed plans accepted).
8. Existing and proposed Right of Way improvements, including but not limited to: curbs, sidewalks, driveways, curb cuts, and indicate if parking is paved, asphalt / concrete, or unpaved gravel as per [MMC 12.10.110](#). Label all items as existing or proposed on site plan.
9. Location, size, and type of existing and/or proposed easements including but not limited to: private and/or public access, utility, etc. (structures are not permitted in easements).
10. Indicate if the property is adjacent to parks, open space, or public trails.
11. Location of required off-street parking and parking calculations that specify number of required, existing, and proposed spaces in accordance with [MMC 20.60](#).
12. Location(s) of proposed and/or existing water service line(s). Enter water line size: _____ ([Standard Drawing \(STD\) 404A, 404B](#))
13. Location(s) of water meter. Note: Min. residential water meter size is ¾". Enter water meter size: _____. If on well, label line size on site plan. ([STD-404A, 404B](#))
14. Location of proposed and/or existing curb box(es). ([STD-404A, 404B](#))

Note: Curb box is a water shutoff valve.

15. Location(s) and size(s) of proposed and/or existing sewer service line(s), drain field, or STEP system. ([STD-520](#))
16. Location(s) of proposed and/or existing dry utilities including power, gas, fiber, etc.
17. Location(s) of proposed and/or existing roof drains and drainage pathways.
18. Show or explain how all storm water will be retained on site. ([Missoula City Public Works Standards & Specifications \(MCPWSS\) 6.2.1.G.3.E](#))
19. Location(s), type, and height of proposed and/or existing fences. New fences require a separate fence permit. ([MMC 12.31](#)) ([Fence Permit Application](#))
20. Construction shoring - location and type.

Note: Shoring is required if within 4 ft. of property line.

21. Swimming pools - require a separate permit. Show drain line, size, location and connection.
22. Retaining walls. Walls exceeding 4 feet in height or supporting a surcharge require a stamped design. Height is measured from bottom of footing to the top of wall.

Two-Unit House or Attached Townhouse

23. If [Townhouse](#), provide distance between single or paired driveways in accordance with [MMC 20.40.140.F.3.d](#).
24. If proposal includes multiple two-unit houses, provide existing and proposed landscaping, including calculations and plant schedules in accordance with the applicable sections of [MMC 20.65](#).

D. BUILDING PLANS

Please show the following applicable items on the building plans:

(Note: This may not be an exhaustive list; additional information for engineering may be required)

PG. #

General

1. Scale (ex: 1" = 20') or dimension leaders.
2. List local design criteria as applicable (Wind: 90mph min, Seismic: D, Snow: 30 psf, Soil pressure is assumed at 2000 psf *(soil conditions of individual sites may vary)*).
3. Provide area calculations on cover sheet; list the floor area of each dwelling unit, garage floor area, and covered porch area.
 - a. If [Accessory Dwelling Unit](#) (ADU), provide the [floor area](#) of the ADU in accordance with [MMC 20.45.060.B.9](#).
 - b. For additions, list the total area(s) of the *existing* floor(s)/garage(s)/covered porch(es) per dwelling unit and list the additional *new* area of the proposed addition.
4. Architectural floorplans
 - a. Show locations of all mechanical equipment, plumbing fixtures, and appliances.
 - b. Label each room's intended use.
 - c. For remodels, clearly indicate what is *existing* and *proposed*.
5. Footing/foundation plan, details, and rebar schedule.
6. Structural framing plans: floor, walls, roof, decks.

- a. Call out all header sizes on structural pages.
- b. Wall section and structural connections/ fastening.

Note: See section [R507 \(Residential Building Code of 2018 IRC\)](#) for deck beam, column, joist sizing, fastening, post beam connections etc.

7. Lateral design analysis required.

Note: Required for all newly constructed homes, carports, two story structures, major additions, or as otherwise required by the building dept. Not applicable to most interior remodels, and other minor work.

8. Exterior elevations

- a. Include the height of each elevation. See [MMC 20.110.060.A](#) for how to measure building height.
- b. Show existing and proposed grade on elevation drawings.
- c. For remodels, clearly indicate what is *existing* and *proposed*.

9. Energy code compliance information.

- a. Envelope: Demonstrate compliance using minimum [prescriptive insulation values](#) or submit a [RES/COMCheck](#) (Upload PDF report to the permit as an additional document).

10. Fire resistance rating

- a. Where there are walls, openings, or projections (such as eaves or decks) less than 5' to the fire separation/property line (or within 10' of another dwelling on the same parcel) please demonstrate compliance with the required fire-resistance ratings in Table [R302.1\(1\)](#). Show rated assemblies.

Two-Unit House or Attached Townhouse

11. Two-unit dwellings shall demonstrate compliance with these additional fire separation requirements; [R302.3](#) and section [R302.4](#).

Note: Internal ADU's may require a licensed architect to properly demonstrate compliance with [R302.3](#) and [R302.4](#).

12. Attached townhouses shall demonstrate compliance with sections [R302.2](#) and [R302.4](#)

13. [Townhouses](#) shall additionally provide the following information:

- a. Garage or carport width in accordance with [MMC 20.40.140.F.3.a](#).
- b. Percentage of glazing on street-facing facades in accordance with [MMC 20.40.140.G.2](#).
- c. Dimensions of building modulation in accordance with [MMC 20.40.140.G.3](#) (for townhouse buildings containing three or more dwelling units).

E. GRADING, DRAINAGE, AND HILLSIDE STANDARDS

1. Please show the following for lots with a grade between 5% and 15%. This information can be shown on a separate site plan. Enter the page number where the item can be found.

PG. #

1. Existing and finished ground elevations at all building corners.
2. Spot elevations for driveway at street, garage floor and sea level elevation for one building corner. Show proposed driveway grade.

Note: Maximum driveway grade = 8%

3. Use shading or crosshatch to indicate location of cut and fill and proposed slopes in excess of 2:1.
4. Existing and proposed drainage structures and flow lines.
5. Retaining walls including height and location (maximum height of 6' above grade). Retaining walls that are greater than or equal to 4' in height (measured from bottom-of-footing to top-of-wall) require a building permit and must be designed by a qualified engineer. Retaining walls of any height supporting a surcharge require a permit.
6. Existing and proposed contours of not more than one-foot (1') intervals for the entire lot per [MCPWSS 6.2.2](#).

2. Please show the following for lots with grades greater than or equal to 15%. Plans must be prepared by a professional engineer, licensed land surveyor, or licensed architect:

PG. #

1. A slope analysis on a topographic map with contour intervals of 1 foot.
2. Existing and proposed contours of not more than one-foot (1') intervals for the entire lot per [MCPWSS 6.2.2](#).
3. Protected ridgelines, as shown on the [City of Missoula Ridgeline Map](#).
4. Proposed erosion control and slope stabilization techniques per [MCPWSS 8.2](#).
5. Surface hydrological conditions including natural drainage courses, streams, floodplains, wetlands and ponding areas.
6. Location and types of significant vegetation including known rare and endangered plant species and general plant communities.
7. Habitat areas for rare or endangered animal species.
8. Proposed building and disturbance area.
9. Existing grade, finished grade, and foundation depth on building elevations.
10. Grading treatments - use shading or crosshatch to indicate location of cut and fill.
11. Driveways and other vehicular and pedestrian circulation routes.
12. Retaining walls shall be in accordance with [MMC 20.50.010.G](#) and an engineered design shall be provided where the wall exceeds 4' from bottom-of-footing to top-of-wall. These will also require a separate building permit.
13. Clearly hatch/ indicate all slopes >33.3% (3:1) located on or adjacent to the lot.
 - a. Where a lot is located on or adjacent to a slope >33.3%, the proposed structure shall clearly demonstrate compliance with IRC section [R403.1.7](#)
 - b. Exception: [R403.1.7.4](#) allows for alternate setbacks and clearances where a geotechnical report demonstrating compliance with [R403.1.7](#) is provided.
14. Dimensions of building wall elements in accordance with [MMC 20.50.010.L.2](#)

By submitting this documentation, I hereby attest that the information submitted on this document, site plan, and any other building permit related documents are true and accurate. By submitting this documentation, I understand that any inaccurate or incomplete submittals will likely extend the review and approval time of my building permit.

Name: _____ Date of Submittal/Revision: _____