



City of Hamilton

COMMERCIAL BUILDING PERMIT

APPLICATION PERMIT FEE: \$ _____

Review of application is 10 working days.

OFFICE USE ONLY

PERMIT # COMM-_____ Permit Approved By: _____
Building Inspector Date

On File: _____ Contractor License _____ Hamilton Business License

Project Type: Addition New Remodel

Classification: Commercial: Agricultural Assembly Industrial Institutional
Manufacturing Retail Wholesale

Description of work to be performed (please be specific):

PROJECT ADDRESS: _____

Square footage of entire project: _____ **Valuation:** _____ **Proposed start date:** _____

Owner: First & Last Name: _____

Home or Work Phone: _____ Cell Phone: _____

Mailing Address: _____

Applicant: First & Last Name: _____ Company: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

E-Mail: _____ Web site: _____

Mailing Address: _____

Contractor: Company: _____ Contact's First & Last Name: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

E-Mail: _____ Web site: _____

Mailing Address: _____

On Site Contact: First, MI, & Last Name: _____ Cell Phone: _____

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.

Application Date: _____

Applicant's Signature: _____

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

- Commercial Building:
 - Two complete stamped construction plan sets, one in a single PDF file
 - Supplemental documents in PDF format
 - Asbestos letters in PDF format (remodel only)
 - Signed and completed ComCheck in PDF format (new construction)
 - www.energycodes.gov/comcheck
 - One copy of construction specifications

- Residential Building:
 - Two copies of complete construction plan sets, one can be PDF
 - Signed and completed ResCheck in PDF (new construction)
 - www.energycodes.gov/rescheck

- Plumbing:
 - Project description
 - Building permit number associated, if any
 - Plans/Isometric drawing with Master license and contractor # or stamp (new and remodel commercial)



City of Hamilton

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Hamilton, MT 59840

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Document Submittal Checklist – Commercial and Residential Projects

The items listed below are needed to submit your project for plan check. Without the appropriate items, we will be unable to render a complete and thorough plan check. This will cause delays in the plan check procedure and permit issuance.

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

Plot/Site Plan (include utilities and water line size)

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

Site drainage plan

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)

Electrical plan

Plumbing plan

Mechanical plan

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

Food equipment cut sheets (for food service facilities)

Hood Exhaust and make up air calculations, cut sheet(s)

Water supply and drainage calculations

Landscape drawings

Site Accessibility Plan

Handicap accessibility details and specifications

Other details as needed.

Structural calculations (All structural details shall be a part of the plans and a minimum of two sets of calculations shall be stamped and wet signed by your design professional)

Seating and exiting layout for restaurant and assembly occupancies

Truss drawings with engineering and truss layout

Soil Reports and compaction tests (if applicable)

Fire sprinkler/Fire alarm layouts and specs (if applicable)

Do your plans need to be completed by a licensed Architect or Engineer?

All plans submitted for permit are required to be signed by either a Montana Professional Engineer or Montana Registered Architect, except as follows:

Title 37 Chapters 65 (Architects) and 67 (Engineers) of the Montana Code Annotated:

These chapters of the MCA provide the following exceptions for building plans that have been designed in accordance with the International Building Code requirements, Section 2308 for conventional light wood-frame construction and tables of limitation for wood frame construction as adopted by the City of Hamilton.

An unlicensed person may prepare plans, drawings or specifications for 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.

However, if any portion of any structure exempted by these sections deviates from the requirements for conventional light wood-frame construction or tables of limitation for wood frame construction found in the International Building Code Section 2308, then the building official may require the preparation of plans, drawings, specifications or calculations for that portion be completed by or under the direct supervision of a professional Engineer or registered Architect. The documents for that portion shall bear the stamp and signature of the licensee who is responsible for their preparation.

These Chapters of the MCA do not prohibit any person from furnishing plans for any of the following:

- Nonstructural store fronts, non-structural interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment.
- Any nonstructural work necessary to provide for their installation.

However, an unlicensed person may not prepare plans for those alterations that will change or affect any structural system or safety of the building or its occupants.

Except as specifically noted above, here are some examples of projects that require plans to be prepared, signed and stamped by a Montana Professional Engineer or Montana registered Architect:

- New commercial buildings and additions to existing commercial buildings
- Projects with interior or exterior structural alterations
- Interior alteration with an occupancy change
- All Group A (Assembly) Occupancies
- All Group E (School and Day Care) Occupancies
- All Group F (Factory and Industrial) Occupancies
- All Group H (Hazardous) Occupancies
- All Group I (Institutional) Occupancies
- All Group R, Division 1, 2 or 4 Occupancies
- Projects with mixed occupancies other than R3 and U occupancies.
- Interior alteration with walls and partitions over 5 feet 9 inches in height or ceiling work which cover a floor area greater than 3,000 square feet for Groups B, S-1, S-2 or M Occupancies
- Storage or shelving racks over 8 feet in height
- Remodeling projects that creates or alters fire rated corridors, fire rated occupancy separations or area separation walls

- Alteration which changes the means of egress (exit) requirements.
- Tanks and vessels
- Nonstructural component or equipment attached to building requiring design by a licensed Architect or Professional Engineer
- Remodeling Projects in high-rise (having floors over 75 feet in height) building
- Lateral force resisting systems utilizing poles embedded in the ground
- Any project deemed by Building Official to require design by a Montana Professional Engineer or Montana Registered Architect

WHAT REQUIRES A WET STAMP?

Title sheet of the calculations, specifications, reports and every sheet of the plans prepared by a licensed architect or engineer shall bear the seal or stamp (with the expiration date of the license) and wet signature of the architect or engineer at each submittal including the initial submittal.

The wet signature and stamp are required on the first page or cover sheet of the calculations, specifications and reports. The remaining pages (if sequentially numbered) may bear the letterhead or copy of the seal or stamp and signature of the architect or engineer.

Both Architects and Professional Engineers do allow electronically generated seals and signatures.

Specific Plan Sheet Information-

1. General Information: (cover sheet)

- Project name & address, as well as project owner's name, address and phone number
- Zoning
- Name, title, address, phone number of design professional, project coordinator
- Current applicable codes
- Occupancy group(s) and type of construction, fire sprinklers
- Occupant load and exiting requirements (with calcs)
- 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)
- Special Inspection Program (if applicable)

2. Plot Plan/Site Accessibility Plan

- Lot dimension showing whole parcel and property lines
- Show building pad or finish floor and street elevation
- Building footprint-providing dimensions to property lines
- Show required accessible path of travel between all building on the site and to the public way
- Show accessible parking spaces and passenger loading zones
 - Accessible path of travel from space into the building main entrance
- Identify building orientation and North arrow
- Show location of
 - 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 gutters
- Fire riser room, hydrant locations and water main size
- Trash enclosures

3. Foundation Plan

- 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

- 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
- Identify the use of all rooms
- Show appropriate references to section details
- Seating plan within assembly uses and restaurants
- Occupancy separation details or references to detail locations
- Fire rated assembly details or references to detail locations
- Storage and shelving plans (engineering may be required)

5. Plumbing Plan

- Provide plumbing isometric/schematic showing hot and cold water, sewer, soil, grease traps, waste vents and cleanout sizes and materials
- Show complete drainage system with pipe sizes, and piping material
- Show water piping system (hot and cold), pipe sizes, and piping material
- Show location of all gas meters. Also show gas piping locations and sizing
- Show location of water heaters, boilers and any other equipment on plumbing floor plan
- Provide water pipe sizing calculations
- Show drainage fixture count and waste pipe sizing calculations
- Complete roof drainage plan with calculations
- Signature of engineer or Unlimited Contractor responsible for drawings and performing the work with license number and contact information

6. Mechanical Plan

- Floor plan
- Size and location of all duct work, plenums, registers, fire dampers, fresh air intakes, and air flow in CFM's
- Size and location of all combustion air openings (when gas appliances are used)
- Size, type and termination of any gas vents, grease ducts, etc.
- Details of any rated shafts
- Show equipment size, weight, manufacturer's name and model number, cut sheets
- Provide equipment attachment details per manufacturer's specs
- Indicate which rooms are to be conditioned and how
- Provide minimum ventilation and outside air
- Provide manufacturer's specs and valuation of walk in cooler boxes
- Hoods
- Provide construction details of shafts or reference to detail location
- Provide CFM Calculations

Show location, type and size of hood, duct and equipment

Provide CFM of exhaust and make up air

Indicate type of fire suppression equipment

Show location of exhaust termination

Verify any specialized instructions and listings

7. Electrical Plan (single line diagram)

Service entrance

Show circuits for devices and lighting w/dual switching as required

A/C rating (new bldg.) and service upgrades

Feeder pipe and wire sizing to panels

Show locations of panels, transformers and fixed equipment

Indicate main disconnect size

Indicate grounding electrode, conductor location and size

Load Calculations

Service entrance-conduit and wire size

Complete NEC load calculation

One-line and grounding detail

Site lighting

Signature of engineer or Unlimited Contractor responsible for drawings and performing the work with license number and contact information

8. Detail Sheets and Elevations

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)

Other details as needed to clarify construction

Note: We do not accept any Deferred Submittal projects.

General Information

Before your Building Permit can be issued clearances from other Departments/Agencies will be required.

A. The Planning Department (406) 363-3316

B. The Water Department (406) 363-6717

C. The Waste Water Department (406) 363-6717

The application with construction documents must be examined approved, and a building permit issued before construction begins. Note: Detached Structures require separate permits.

The following information should be useful in the preparations of construction documents:

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

2018 International Building Code

2018 International Existing Building Code

2018 International Mechanical Code

2012 International Energy Conservation Code

2009 ICC/ANSI A117.1 Accessible and Usable Building and Facilities Code

2012 International Fire Code

2018 International Residential Building Code

2018 Uniform Plumbing Code

2017 National Electric Code

2018 International Fuel Gas Code