

PLANS SUBMITTED FOR THE APPROVAL PROCESS MUST CONTAIN SUFFICIENT DETAIL AS TO ALLOW CONSTRUCTION OF THE STRUCTURE USING ONLY THE SUBMITTED DOCUMENTS AND BE SUFFICIENT TO DETERMINE COMPLIANCE WITH ALL BUILDING AND CITY CODES
ONE FULL SIZE 1/4" SCALE SET OF PLANS AND ONE 11"X17" SET REQUIRED

Site Plan

One at 1/4" Scale and one on 11"x17" paper
 Property Address / Legal Description
 All Streets Bordering Property Labeled
 Property Lines and Dimensions from Side, Front and Rear Yards
 In most cases, setbacks are measured to foundation wall

All Site Improvements Including
 Existing Construction
 New Construction
 Patios and Decks
Driveways and parking areas must be paved (list dimensions)
 Indicate Any Trees or Sidewalk on City ROW on Site Plan

**LOCATE YOUR
PROPERTY PINS**

Floor Plan (1/4" scale)

Provide a Complete Architectural Floor Plan for Each Level
 Show All Interior Partitions and Dimension
 Label Proposed Use of All Rooms or Areas
 Location of All Windows and Doors
 Include Dimensions and Types of Windows Used
 Indicate Window Well if Basement Egress
 Indicate Mechanical Equipment Location (Furnace, Water Heater)
 Attic Access - Location and Size
 Crawl Space Access - Location and Size
 Smoke Detector Locations
 Safety Glazing
 Clothes Dryer Vent, Bathroom Exhaust Fans - Location/Termination

Exterior Elevations (1/4" scale)

Illustrate All Sides of the Building per Scale
 Finish Grade
 Roof Slope
 Finish Height (Natural Grade to Peak)

Stair Section (1/4" scale)

Provide a Stair Section
 Show Rise and Run Dimensions
 Headroom Height
 Handrail and Guardrail Locations and Height

Foundation Plan (1/4" scale)

Show Type of Foundation to be Used and Dimensions
 Indicate Basement and/or Crawl Space Areas
 Damp/Water Proofing
 Detail Crawlspace Tempering / **Energy Conservation Code**
 Show Crawl Space Vent Locations
 Indicate Mechanical Equipment Locations

Framing Details (1/4" scale)

Floor Framing
One Complete Structural Plan per Floor Identifying
 Framing Material
 Type of Material
 Spacing
 Support Headers and Sizes
 Support Post
 Bearing Walls
 Required Shear Panels
 Include Seismic Connections

Roof Framing
A Complete Structural Plan Identifying
 Framing Material
 Trusses - Engineering Must be Provided
 Rafters - Type of Material, Size and Spacing
 Bearing Walls
 Attic Ventilation
 Include Seismic Connections
***INDICATE PROPER SNOW LOAD (50 lbs)
SEISMIC ZONE D1 AND 110 MPH WIND***

Wall Section (1/4" scale)

Complete Foundation Detail
 Wall Section to Show Details from the Footing to the Ridge Line
 Size of Footing and Foundation Wall
 Anchor Bolts Size and Location
 Exterior Wall Framing to Include
 Stud Size and Spacing
 Header Type and Size for Exterior Openings
 Truss Blocking
 Insulation Values
 Exterior Walls
 Foundation
 Crawl Space
 Roof/Ceiling

TWO Complete Sets of Plans Required for Residential Projects
TWO Complete Set of Plans, STAMPED by Architect / Engineer
Required for Commercial and Multi-Family Projects of Three+ Units
Res Check or Prescriptive Method required for Energy Code Compliance

Complete attached water service connection worksheet. Permanent water and/or sewer service will be granted only after all code requirements are confirmed to be complete. Codes include, but are not limited to, such items as: paving, landscaping, required permits & inspections and payment of applicable fees. A financial guarantee in the form of a bond or letter of credit with a specified completion date may be required for any work that cannot be immediately completed.

ALL ABOVE ITEMS MUST BE INCLUDED WITH THE APPLICATION

Incomplete applications will not be accepted. Additional materials may be requested.

1 full size
1/4" scale set of
plans and one
11"x17" set
required

Columbia Falls Building Department

130 6th St W, Columbia Falls, MT 59912 / Phone: (406) 892- 4432 / Fax: (406) 892-4413

Application for permit for the erection and alteration of buildings # _____

JOB ADDRESS

Legal Description
Lot _____

Block _____

Owner

Email: _____

Mailing Address _____

Phone: _____

Cell: _____

Contractor

Email: _____

Mailing Address _____

Phone: _____

City Business License # (required) _____

Cell: _____

Design/Engineer

Email: _____

Mailing Address _____

Phone: _____

Cell: _____

Class of Work: NEW _____ ADDITION _____ REMODEL _____ REPAIR _____ DEMOLITION _____

Project Description: _____

Project Valuation: \$ _____

ResCheck: _____

Truss Plan: _____

Site Plan: _____

LAND INFORMATION

BUILDING INFORMATION

Zoning District _____

Subdivision _____

Finished sq. ft.

(exclude basement)

Basement sq. ft.

New Building Size (sq ft)

(footprint of all new bldgs)

Unfinished sq. ft.

(exclude basement)

Existing Building Size (sq ft)

(footprint of all existing bldgs)

Garage sq. ft.

Carport sq. ft.

Lot Size Sq. Ft. _____

Covered Porches sq. ft.

Decks/Open

Porches sq. ft.

% of Lot Coverage _____

Other Structures: _____

Set Back Requirements (must be shown on site plan) FRONT _____ ft. SIDE _____ ft. REAR _____ ft. S. CORNER _____ ft

Building Permit Fee \$ _____

Plan Review Fee \$ _____

Fire Prevention Program Fee \$ _____

Total Fee \$ _____

Subject to all ordinances including those covering the zoning and the erection of buildings in the City of Columbia Falls.

The granting of a permit or approval of plans, specifications, and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the Uniform Building, Mechanical, or Plumbing Code; the National Electrical Code; the City of Columbia Falls.

The Applicant and the owner have responsibility for compliance with all applicable laws, regulations, codes, and ordinances.

Separate permits are required for electrical, plumbing, and mechanical (heating, venting, or air conditioning). This permit becomes

null and void if work or construction has not commenced within 180 days or if construction or work is suspended or abandoned

for a period of 180 days at anytime after work has commenced.

Signature of Owner (or Authorized Agent) _____ Date _____

Building Inspectors Signature _____ Date _____



PUBLIC WORKS DEPARTMENT

130 6TH STREET WEST
COLUMBIA FALLS MT. 59912

PHONE: (406) 892-4430
FAX: (406) 892-4413

City of Columbia Falls Application for Water and/or Sewer Connection

Complete this worksheet with your Building Permit Application. It will be used to determine water/sewer service level required for your proposed structure(s) and associated plant investment, connection and inspection fees. Submittal of this form does not constitute authorization to connect to city services. Following acceptable review of the information submitted herein, a permit will be issued by the City to the property owner. You are not permitted to proceed with the work until the permit has been issued by the City of Columbia Falls. Failure to complete this form in its entirety may delay your application.

Service Address:	
Property Owner's Name:	
Property Owner's Phone Number:	
Property Owner's Mailing Address:	
Property Owner's Email Address:	
Contractor Company Name:	
MT State Contractor's License Number:	
Columbia Falls Business License Number:	
Contractor Contact Name:	
Contractor Contact Phone Number:	
Contractor Contact Email Address:	

Type of Building or Structure:		
New Construction or Remodel? (Circle one)	New	Remodel
Quantity of Meters Requested?		Each
Requesting Connection to city service for? (Circle one or both)	Water	Sewer
Previously connected to City water/sewer at service address?	Water	Sewer
Proposed length of service line(s) from curb stop to connection @ structure?		Feet
Type of heat system(s) existing and/or proposed on premises?		
Irrigation system proposed? (Circle One)	Yes	No
Separate irrigation service line proposed? (Separate line to main in street, Circle One)	Yes	No
Completed Page 2 of this form? (Circle One)	Yes	No

Owner's Statement

Application is hereby made to connect to the City of Columbia Falls Public Water and/or Sewer System at the location indicated above. I am the owner of the subject property or am a duly authorized representative of the property owner. I understand that submittal of this form alone does not constitute authorization to connect to city services. I understand that I am not permitted to proceed with the work prior to receiving a Water & Sewer Permit from the City of Columbia Falls.

Name (Print)

Signature

Date



City of Columbia Falls Application for Water and/or Sewer Connection

Indicate the quantity of each type of fixture to be on the premises. If you are constructing an accessory structure and connecting to an existing water service line, fixture counts shall include the existing structure(s). Please indicate if any fixtures are located outside of the main structure in the note column.

Fixture	Quantity	Note	WSFU
Bathtub or Combination Bath/Shower			
Shower, per head (do not count here if counted as bath/shower combo)			
3/4 inch Bathtub Fill Valve (note that this is an uncommon fixture)			C
Bidet			
Clothes Washer			f
Dental Unit, cuspidor			
Dishwasher, domestic			f
Drinking Fountain or Water Cooler			
Exterior Hose Bibb			y
Lawn Sprinkler, each head			
Sinks			
Bar			U
Clinic Faucet			
Clinic Flushometer Valve with or without faucet			S
Kitchen, domestic with or without dishwasher			
Laundry			e
Service or Mop Basin			
Washup, each set of faucets			
Lavatory (Bathroom Sink)			
Urinal, 1.0 GPF Flushometer Valve			O
Urinal, greater than 1.0 GPF Flushometer Valve			
Urinal, flush tank			n
Urinal, hybrid			
Wash Fountain, circular spray			f
Toilet, 1.6 GPF Gravity Tank			
Toilet, 1.6 GPF Flushometer Tank			y
Toilet, 1.6 GPF Flushometer Valve			
Toilet, greater than 1.6 GPF Gravity Tank			
Toilet, greater than 1.6 GPF Flushometer Valve			

City of Columbia Falls Use Only			
Property Type:			
Total Fixture Units:			WSFU
Water/Sewer Permit Number:			
Excavation Permit Number or N/A:			
WSFU Calculated By:		Date:	



**City of Columbia Falls
Water & Sewer Service - Account Application**

Account: _____

Service Address: _____

Date You Moved In: _____

Name: _____

Which are you? Owner Tenant
(choose one)

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Would you like email bills? Yes No
(choose one)

Cell Phone: _____

Other Phone: _____

Number of People in Household: _____

Date Deposit Paid to City (if applicable): _____

Signature _____

Date _____

CITY USE ONLY BELOW THIS LINE

User Type: _____

Water Rate Code: _____ Sewer Rate Code: _____ EDU: _____

Meter Size: _____

Meter Units: _____

Meter ID: _____

MXU ID: _____ B or C

Date Meter Installed: _____

Date Reader Installed: _____

Meter Location: _____

Curb Box Location: _____

Touch Pad (Remote Head) Location: _____

Built in UB _____ Date _____ Verified _____ Date _____



City of Columbia Falls

APPLICATION/PERMIT TO EXCAVATE WITHIN CITY RIGHT OF WAY

ISSUE DATE: _____

PERMIT No. _____

Service Address (If Applicable): _____

Work to be Performed for (Name): _____

Work to Be Performed for (Phone): _____

Contractor Company Name: _____

MT State Contractor's License Number: _____

Columbia Falls Business License Number: _____

Contractor Contact Name: _____

Contractor Contact Phone Number: _____

Purpose of Excavation: _____

Precise Description of Location: _____

Approximate Size of Excavation (Plan and depth): _____

You are not permitted to proceed with the work until the permit has been issued by the City of Columbia Falls. Failure to complete this form in its entirety may delay your application. This signed permit grants authorization to the Applicant to excavate within City of Columbia Falls right of way in the location and to the specifications listed above, and under the following conditions.

- Any proposed changes to the listed parameters must be approved by the Public Works Director, (PWD). All materials and workmanship shall be in strict compliance with City of Columbia Falls Standards for Public Works Improvements, Montana Public Works Standards (current edition) and Columbia Falls Municipal Code 12.32 - Excavations. Failure to comply with the requirements of this permit will require restoration of City property to preconstruction condition or better as approved and directed by the PWD, at the expense of the Applicant. Permit becomes void if excavation is not performed within 180 days of the issue date.
- Applicant will provide a bond of \$5,000 pursuant to CFMC 12.32.30, and warrants all work will remain in suitable condition and in accordance with public works standards as determined by PWD for a period of one year from completion of the work.
- Applicant agrees to comply with all local, state and federal regulations applicable to the work being performed including excavation safety practices as defined by the US Department of Labor and required by the Occupational Safety and Health Act (OSHA).
- Applicant agrees to provide traffic control for the work in accordance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) as published by the US Dept. of Transportation, Federal Highway Administration. A Traffic Control Plan may be required by the PWD prior to issuance of this permit.
- Applicant assumes the risk of all damage, loss, costs, claims and expense, including attorney's fees, and agrees to indemnify and hold harmless the City, its officers, agents, and employees from and against any and all liability, claim, damage, loss, costs, and expense, including attorney's fees, that may accrue or sustained on account of any claim, suit, or action made or brought against the City, its officers, agents, or employees, for the death of or injury to persons or destruction of property involving Applicant, its employees, agents, and representatives, sustained in connection with or relating to work performed pursuant to the permit, arising from any cause whatsoever.
- Applicant expressly acknowledges that the City takes no responsibility for Applicants work or execution thereof, nor for Applicant's compliance with applicable laws.

Additional Conditions: _____

*******PERMIT MUST BE ON SITE DURING WORK*******

Applicant: _____ Date: _____

Bond Valid and Permit Fee Paid: _____ Date: _____

Authorized By Public Works Director: _____ Date: _____

Note: Three signatures required for permit to be valid.

DRIVEWAYS and PARKING

AREAS MUST BE PAVED

Municipal Code 18.522.040 Parking Areas And Driveways- Minimum Requirements

All parking areas and access driveways shall have at a minimum:

1. A smoothly graded stabilized dust free surface that has been treated with dust retardants for single family and duplex residential uses outside the city limits;
2. A paved hard surface (concrete, asphalt, interlocking bricks, etc.) for:
 1. Single family and duplex residential uses inside the city,
 2. Triplex or larger residential uses, and
 3. All nonresidential uses;
3. Adequate drainage so that injuries will not be caused to adjacent properties nor will water drain across a public walk;
4. Appropriate bumper guards or curbs where needed to define parking spaces, limits of paved areas or to prevent vehicles from projecting into any setback or other portion of a lot where parking may be prohibited by another section of this title.
5. All commercial uses including nonconforming commercial uses existing prior to January 1, 2008 which do not have paved parking lots and access driveways shall have five years (until December 31, 2013) to pave. Failure to do so will constitute a violation of these regulations.

REQUIRED INSPECTIONS

(Must Have a minimum 24 Hours Notice)

(During peak building season – 48 Hours Notice)

- Sono-Tubes/Pier Pads/Columns
- Footings
- Walls Foundation/Basement
- Foundation Water Proofing
- Concrete Slab
 - Underslab Plumbing
 - Underslab Heating
- Rough Framing
 - Rough Electrical
 - Rough Mechanical
 - Rough Plumbing
- Shear Wall Nailing
- Insulation
- Drywall Nailing
- Final Mechanical APPLIANCES TAGGED
- Other: _____
- Other: _____
- Other: _____
- Final Building (For Certificate of Occupancy)
 - Final Electrical
 - Final Mechanical
 - Final Plumbing

CUSTOMER CONSTRUCTION CHECKLIST

Applicant _____

Mailing Address _____

Phone _____ Date _____

Property/Legal Description _____

Street Number _____

Tax Assessor# _____

Type of Project being considered: _____

Zoning Classification _____

Depending on your project, city regulations may require one or more of the following:

- Building Permit (Need one set of plans with Building Permit application)
 - Plumbing Permit
 - Mechanical Permit
 - Electrical Permit
 - Excavation Permit
 - Right of Way Permit
 - Sign Permit
 - Water Hookup Permit/Plant Investment Fee
 - Sewer Hookup Permit/Plant Investment Fee
 - Demolition Permit
-
- City Address Assigned (by City Clerk)
 - City Business License (Required by Contractors)
 - Certificate of Occupancy
 - Final Inspection

***Contact the city for any additional information you may need.**