



CITY OF POLSON

Planning & Building Department
106 1st Street E. | Polson, MT 59860
P: 406-883-8214 | F: 406-883-8238
www.cityofpolson.com

Date: _____

PZD# _____ Fee \$500.00 Plan Review \$ _____ BP# _____ Fee \$ _____

COMMERCIAL-Application for Zoning Conformance & Building Permit

Owner of Property: _____ Phone#: _____

Site Address/Legal Description _____ Zone: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Name of Contractor/ Applicant: _____ Phone # _____

Address: _____ City: _____ ST: _____ Zip: _____

Primary Contact: Owner _____ Contractor _____ Number of Housing Units: _____

Type of work: New: _____ Addition: _____ Remodel: _____ Other (specify) _____

New floor area total: _____ sq. ft. Existing floor area total _____ sq. ft.

What is the purpose of this building property? Commercial: _____ Residential living: _____

Project valuation? _____ Total height of proposed structure: _____

Zoning Conformance fee of \$500.00 and Plan Review fee is required at time of submittal.

1. Zoning Conformance – Requires two copies of site plan. Site plan is to include setbacks, lot size, lot slope, lot coverage and all easements on property lot. Applicant must address all performance standards, as applicable, per Polson Development Code Chapter IV. Additional drawings or schedules may be required as needed for a complete plan review.

2. Building Permit Application – Requires two complete detailed sets of construction drawings to include building, electrical, mechanical, and plumbing information (1/4" scale preferred) must be submitted with this application. Plans (see back) must include foundation plan, floor plan for each level, exterior elevations, and complete structural drawings including wall section, floor framing, stair sections and roof/truss detail.

ComCheck is required for Commercial submittals. <http://www.energycodes.gov/comcheck>.

Once plan reviews are completed, applicable fees will be assessed and permits issued upon payment.

Notice to Applicants / Signature is Required for Submittal

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. The applicant acknowledges and agrees with the following:**

The information supplied is true and correct. The proposed project may be subject to other laws and regulations including but not limited to zoning ordinances. It is the sole duty of the applicant to determine and comply with the same; a permit does not excuse compliance with other laws and regulations. Construction of the proposed project shall not commence until a building permit is issued. It is the responsibility of the applicant to meet all requirements for subdivision covenants & restrictions. The building may not be used or occupied until approved by the City. Your signature below grants permission for members of Polson Building, Planning, Water, Sewer, Fire, Parks and Streets Departments as well as the City Engineer to enter into the subject property for evaluating this application and construction that has or will occur because of this application.

***FEE
AGREEMENT***

Dear Applicant/Developer:

Please be advised that you are responsible for any and all fees incurred from the City contract-engineering firm, per Resolution #942, effective February 21, 2007. These fees begin with the Pre-Application through Final City Council Approval, including inspections. The fees also include any contact or requests from the Applicant/Developer or any person working with the project directly to the City Engineer.

Also, per Resolution #942 there will be an administrative surcharge of 5% to defray the administrative costs hereof, from the requestor, pursuant to the preceding acknowledgement.

Per Resolution #942, paragraph 4: No project or request may move forward thereafter until such time as the City department has been reimbursed the fee and/or cost, together with the five percent surcharge, associated with the City's engineering review of such project or request.

ACKNOWLEDGEMENT

I _____do hereby acknowledge the process and procedures set in place for the individual department inspections for building project address of: _____ Zoned _____

The responsibility lies with the owner and/or contractor of this project to contact the City departments for their individual inspections prior to covering up any part of the building project requiring an inspection.

The department inspection sheet will be kept on site with the field plans and yellow Building Official inspection card. Stages of your project will be stopped if any required inspection has not been signed off by the appropriate department.

The attached individual department inspection sheet will be submitted to the City of Polson Building and Planning department before a Certificate of Compliance/Occupancy will be issued.

I do hereby acknowledge and accept any and all costs incurred on behalf of the application/development as stated in the above paragraphs

Date: ____/____/20____

Signature of Owner or Authorized Agent

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 buildings and city codes.

<p style="text-align: center;"><u>Site Plan (2 copies)</u></p> <ul style="list-style-type: none"> ➤ Small scale, 11x17 inch paper ➤ Residence Address ➤ All Streets Bordering Property Labeled ➤ Property Lines and Dimensions from Side, Front, and Back Yards ➤ In most cases, setbacks are measured to foundation wall ➤ All site improvements including: <ul style="list-style-type: none"> ➤ Existing construction ➤ New Construction ➤ Patios and Decks ➤ Driveways (list dimensions) 	<p style="text-align: center;"><u>Floor Plan (1/4" scale)</u></p> <ul style="list-style-type: none"> ➤ Provide a complete architectural floor plan for each level ➤ Show all interior partitions and dimensions ➤ 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 (22"X30") or larger ➤ Crawl space access, Location and size (18"X24") or larger ➤ Smoke Detector locations ➤ Safety Glazing ➤ Clothes dryer vent, Bathroom exhaust fans ➤ Location / Termination
<p style="text-align: center;"><u>Exterior Elevations</u></p> <ul style="list-style-type: none"> ➤ Illustrate all sides of the building per scale ➤ Finish Grade ➤ Roof Slope ➤ Finish Height (Natural Grade to Peak) 	<p style="text-align: center;"><u>Stair Section (1/4" scale)</u></p> <ul style="list-style-type: none"> ➤ Provide a Stair Section ➤ Show Rise and Run Dimensions ➤ Headroom Height – Minimum of 6'8"
<p style="text-align: center;"><u>Foundation Plan (1/4" scale)</u></p> <ul style="list-style-type: none"> ➤ 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 	<p style="text-align: center;"><u>Framing Details (1/4" scale)</u></p> <p>Floor Framing Two Complete Structural Plan per Floor Identifying:</p> <ul style="list-style-type: none"> ➤ Framing Material ➤ Type of Material ➤ Spacing ➤ Support Headers and Sizes ➤ Support Post ➤ Bearing Walls <p>Required Shear Panels + Nailing patterns Include seismic connections</p>
<p style="text-align: center;"><u>Wall Section (1/4" scale)</u></p> <ul style="list-style-type: none"> ➤ 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 <p>Exterior wall framing to include:</p> <ul style="list-style-type: none"> ➤ Stud size and spacing ➤ Header type and size for exterior openings ➤ Truss blocking <p>Insulation values:</p> <ul style="list-style-type: none"> ➤ Exterior walls ➤ Foundation ➤ Crawl Spacing ➤ Roof / Ceiling 	<p>Roof Framing Two Complete Structural Plan Identifying:</p> <ul style="list-style-type: none"> ➤ Framing Materials ➤ Trusses - Engineering Must be Provided ➤ Rafters – Type of Materials, size and spacing ➤ Bearing Walls ➤ Attic Ventilation ➤ Include Seismic Connections <p>Indicate proper snow load Seismic zone D1 and 90 MPH Wind</p>

Civil plan Example: EXAMPLE ONLY – NOT TO BE FILLED OUT.

Attach two (2) copies of a detailed site plan for the project that show all applicable performance standards per Polson Development Code Chapter IV.

- Scale: The preferred scale is 1 inch to 20 feet.
- North Arrow
- Lot boundaries with dimensions noted.
- Location of all existing and proposed roads and driveways.
- Size and location of all existing and proposed structures and paving.
- Show distance of all existing or proposed structures to property boundaries.
- Location of existing and proposed sewer and water facilities.
- Approximate high water shoreline if applicable.
- Americans with Disabilities Act / Handicap accessible route if applicable.
- Parking as applicable to performance standards Chapter IV of PDC.
- Information on slope required for lots with slope.
- Letter each existing structure and identify it below.

A. House C. _____ E. _____ G. _____

B. _____ D. _____ F. _____ H. _____

- Number each proposed structure and identify it below.

1. House addition 3. _____ 5. _____ 7. _____

2. _____ 4. _____ 6. _____ 8. _____

