



CITY OF POLSON

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

Date Rec'd: _____
PZD #: _____
Zoning Fee: \$ _____
Plan Review Fee: \$ _____
Bldg Permit Fee: \$ _____
BP #: _____

ZONING CONFORMANCE & BUILDING PERMIT APPLICATION

[] RESIDENTIAL [] COMMERCIAL

Property Owner: _____ Phone #: _____
Site Address / Legal Description: _____ Zoning District: _____
Mailing Address: _____ City/State: _____ Zipcode: _____
Name of Contractor / Applicant: _____ Phone #: _____
Address: _____ City/State: _____ Zipcode: _____
Primary Contact: Owner: _____ Contractor: _____ Number of Housing Units: _____
Type of work: New: _____ Addition: _____ Remodel: _____ Other (specify): _____
Brief description of project: _____
Project valuation: _____ Total height of proposed structure: _____
New floor area total: _____ sq. ft. Existing floor area total: _____ sq. ft.

Licensed Engineered Building Plans submitted: [] Yes [] No (If No, see Additional Requirements)

I. ZONING CONFORM ANCE – Two copies of site plan required. Zoning Conformance Fee must be paid at time of submittal. Please allow up to 10 working days for review. The City of Polson recommends engineer prepared plans.

- i. Site Plan must include: Setbacks: Lot size: Lot slope: Lot coverage: All easements:
- ii. Applicant must address all Performance Standards, as applicable, per Chapter IV of the Polson Development Code. Additional drawings or schedules may be required as needed for a complete plan review.

II. BUILDING PERMIT – Two copies of complete detailed sets of construction drawings required. Once plan reviews are completed, applicable fees will be assessed and permits issued upon payment.

- i. Detailed sets of construction drawings must include: a) Building; b) Electrical; c) Mechanical; d) Plumbing information (1/4" scale preferred).
- ii. Plans (refer to page 3) must include: a) Foundation plan; b) Floor plan for each level; c) Exterior elevations; d) Complete structural drawings including wall section, floor framing, stair sections and roof/truss detail.
- iii. Must provide information that demonstrates how building will comply with current energy code requirements.

Signature on page 2 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 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. 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 Commission 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:

_____, Zoning district: _____.

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 onsite 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 and 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.

Signature: _____ Date: _____
(Property owner or authorized agent)

NON-ENGINEERED BUILDING PLANS

I _____ do hereby acknowledge the plans being submitted DO NOT bear an engineer's or other registered design professional. The City of Polson highly recommends submission of plans with an engineer seal. However, in lieu of said seal, a CALCULATION SHEET that includes, but not limited to, the following: (1) foundation calculations and dimensions; (2) shear wall calculations and locations; and, (3) shear wall fastening schedule. The City of Polson Building Department reserves the right to request plans bearing an engineer seal where special conditions exist.

Signature: _____ Date: _____

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 ➤ Required Shear Panels + Nailing patterns ➤ Include seismic connections
<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> <hr/> <p><u>Calculation Sheet (non-engineered plans)</u></p> <ul style="list-style-type: none"> > Foundation calculations and dimensions > Shear wall calculations and locations > Fastening schedule

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

Attach two (2) copies of a detailed site plan for the project that show all of the following items:

- 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 or proposed sewer and water facilities.
- Approximate high water shoreline if applicable.
- Americans with Disabilities Act / Handicap accessible route if applicable.
- Parking as applicable.
- 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. _____

