

COMMERCIAL BUILDING PERMIT APPLICATION



Community Planning, Development & Innovation
 435 Ryman Street, Missoula, MT 59802
 Phone: (406) 552-6630 Fax: (406) 552-6053

Permit #: _____
 Applied Date: _____
 Issued Date: _____

INSPECTION REQUEST LINE (406)552-6040 Email: Permits@ci.missoula.mt.us <https://ebiz.ci.missoula.mt.us/citizenaccess/>

INSTRUCTIONS - TYPE OR PRINT CLEARLY AND USE BLACK OR BLUE INK - NO PENCIL - The applicant must fill out sections I, II, and III. Your permit will not be processed if you do not fill out the required information. Please read all conditions on this application before signing. The property owner and/or licensed contractor must sign and date the application. If not applicable please write N/A (do not leave blank). When filling out addresses, please include ST, AVE, RD, DR, etc. and zip code. A separate permit application is required for each building or structure except townhouses or commercial tenant spaces where each unit requires a permit. If necessary, provide directions to the site, location of work within the building, and/or attach a map.

SECTION I: PROPERTY INFORMATION	
PROJECT ADDRESS:	
BLDG #: _____	SUITE #: _____
UNIT #: _____	APT #: _____
SUBDIV: _____	
BLOCK: _____	LOT: _____
COS/TRACT: _____	PARCEL #: _____
SECTION: _____	TOWNSHIP: _____
RANGE: _____	GEOCODE: _____
TOTAL AREA (SQUARE FOOTAGE)	
PROPERTY: _____	
PROPOSED STRUCTURE: _____	
EXISTING PRIMARY STRUCTURE: _____	
UTILITY INFORMATION	
WATER METER SIZE & SUPPLY _____	
HEATING SOURCE _____	
BUILDING OR STRUCTURE USE	
<input type="checkbox"/> MULTI-FAMILY _____ UNITS	
<input type="checkbox"/> STORAGE BUILDING	
<input type="checkbox"/> OTHER _____	
CHANGE OF USE: YES _____ NO _____	
PREVIOUS USE: _____	
PROPOSED USE: _____	
BUSINESS NAME (If applicable): _____	

SECTION II: PEOPLE INFORMATION	
PROPERTY OWNER	
NAME: _____	
ADDRESS: _____	
CITY, ST, ZIP: _____	
PHONE: _____	
EMAIL: _____	
CONTRACTOR - <input type="checkbox"/> SAME AS OWNER	
NAME: _____	
ADDRESS: _____	
CITY, ST, ZIP: _____	
PHONE: _____	
EMAIL: _____	
ARCHITECT/ENGINEER	
NAME: _____	
PHONE: _____	
EMAIL: _____	
CONTACT PERSON	
NAME: _____	
PHONE: _____	
EMAIL: _____	

SECTION III: PROPOSED WORK	
TYPE OF WORK (REROOF ONLY)	
<input type="checkbox"/> - REROOF	
PROJECT DESCRIPTION	
SUB PLANS SUBMITTED	
MECH _____	PLUMB _____
ELEC _____	OTHER _____

CONDITIONS - The proposed work must be done in accordance with approved plans and specifications. Separate permits are required for, but not limited to, electrical, plumbing, mechanical, signs, sewer, water, paving, and right-of-way. Furthermore, it is the duty of the General Contractor to assure that all required inspections are scheduled 24 hours in advance and approved by the City Inspectors. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.

SECTION IV: PLAN REVIEW (FOR OFFICE USE)			
ENGINEERING			
DESCRIP.	COMMENTS	APP	DATE
SEWER			
SWPPP			
C/G & S/W			
PAVING/ADA			
GRADE/DRAIN			
ADDRESSING			
PLANNING			
DESCRIP.	COMMENTS	APP	DATE
SUBDIV.			
LANDSCAP.			
FLOODPLAIN			
ZONE:			
MAX HEIGHT			
SETBACKS:	FRONT	HILLSIDE: Y N	% SLOPE
	SIDES	BUILDING HEIGHT	
	REAR	WALL HEIGHT	
BLDG HGT METHOD:	ABSOLUTE		
	MODIFIED		
# OF OFF-STREET PARKING	BICYCLE SPACES		
EXISTING	LONG-TERM REQ		
REQUIRED	SHORT-TERM REQ		
PROPOSED			
COMMENTS			
BUILDING			
CONST TYPE	OCC. TYPE	MAX OC. LOAD	SMOKE DETECTOR REQUIRED?
			YES <input type="checkbox"/> NO <input type="checkbox"/>
STORIES	DWELLING UNITS	<input type="checkbox"/> PHASE I	SPRINKLERS REQUIRED?
		<input type="checkbox"/> PHASE II	
		<input type="checkbox"/> PHASE III	
DESCRIP.	COMMENTS	APP	DATE
MECHANICAL			
ELECTRICAL			
PLUMBING			
OTHER			
COMMENTS/SQ FOOTAGE:			
PLANS EXAMINER SIGNATURE/DATE			
HEALTH DEPARTMENT			
DESCRIP.	COMMENTS	APP	DATE
INDV SEWER			
LIC EST RVW			
AIR QUALITY			
OTHER DEPARTMENTS			
FIRE DEPT			
PARKS & REC			
SECTION V: FEES			
BUILDING PLAN CHECK FEE	FIRE PLAN REV. FEE	FIRE INSP FEE	
<input type="checkbox"/> CASH	<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> CHECK	
VALUATION	BUILDING PERMIT FEE		
ENG PLAN CHECK FEE	IMPACT FEE		
OTHER FEES			
TOTAL DUE			
TOTAL FEES			
<input type="checkbox"/> CASH	<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> CHECK	

SIGNATURE OF PROPERTY OWNER _____ DATE _____

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT _____ DATE _____