

HOW TO OBTAIN A BUILDING PERMIT

ZONING & CONSTRUCTION CODES
SUBMITTAL REQUIREMENTS
INSPECTION INFORMATION
APPLICATION PROCESS
SAMPLE DRAWINGS
APPLICATION



GENERAL INFORMATION

A building permit is the Town's official stamp of approval, allowing the go-ahead to commence a building project. It is issued only after your plans and application have been carefully reviewed to ensure the proposed construction is in compliance with the Town's Zoning Regulations and Construction Codes. These regulations and codes were not established to hinder you. Rather, they are intended to assure well-planned development and to safeguard health and safety.

The Town of Manhattan requires that you obtain a building permit if you erect, enlarge, alter, repair, move, improve, convert or demolish a building or structure. This includes not only building construction or remodeling, but also mechanical work. Ask the Building Official if you are uncertain about whether your work requires a permit.

For residential construction, building permits may be issued to the homeowner or general contractor. The plumbing permit must be obtained through the State of Montana. Electrical permits must also be obtained through the State of Montana. Residential inspections will not be granted unless **all** of the appropriate permits have been obtained.

ADVANTAGES OF A BUILDING PERMIT

The primary advantage of doing construction projects with a building permit are the services of the building inspector. The inspector inspects each phase of the construction process, verifying that the work is done properly per the adopted codes. Inspectors may also advise on how to proceed with your project if you need assistance.

Secondly, there are legal liabilities that may arise if you do not obtain a permit and have the

work inspected. Construction work without a permit is illegal and could pose unnecessary complications when you later sell or refinance your home. Furthermore, most lending institutions are now requiring a final inspection, and certificate of occupancy from the Building Department prior to final release of funds.

You need a building permit for such work as:

Construction of:

- Dwellings
- Garages
- Other detached structures incidental to the primary use

Addition or remodeling of:

- Rooms
- Window & wall openings
- Garages
- Decks/Porches

Replacement or repair of:

- Roofs
- Foundations
- Heating systems/gas piping (mechanical)

Demolition of:

- A building or portion of a structure
- Any changes which may affect a building, structure or its exterior appearance

You do not need a building permit for such work as:

- Single story detached buildings that do not exceed a floor area of 120 square feet.
- Fences not over 6 feet in height (always check with zoning)
- Retaining walls not over 4 feet in height and not supporting a structure or surcharge load
- Uncovered outdoor hot tubs
- Painting and similar work
- Re-siding a structure
- Window Replacement

ZONING REGULATIONS

Zoning regulations govern how areas of the Town are developed. Designed to prevent haphazard development and to protect public safety, they deal with the relationship of a building to the neighborhood as a whole and to the individual piece of property. Dwellings must conform to certain requirements and restrictions such as how far they must be set back from the street front, side, and rear property lines, and how much of the lot they are allowed to cover.

The first step in making your plans is to consider the zoning regulations. Check with the Town Office at (406) 284-3235 if you have any questions. In some cases, it may be possible to obtain a variance if there is sufficient reason to bypass the zoning regulations.

CONSTRUCTION REGULATIONS

Construction codes deal with the building itself, establishing **minimum** construction standards designed to safeguard health and safety.

International Building Code and International Residential Code:

These codes specify structural requirements such as the sizes of rafters and joists, lintels over doors, and headers over windows that you will need to span a particular distance. This information is usually in the form of charts. The building code also identifies foundation requirements; how thick masonry must be, whether pier foundations are permitted, the required footing sizes and other details. The building code also specifies exiting requirements, locations of smoke detector, egress requirements from bedrooms, etc.

Uniform Mechanical Code: This code deals with the **minimum** requirements for the installa-

tion of mechanical equipment in your project, such as heating, cooling and ventilation. The installation of gas piping and types of pipes permitted are also specified.

PERMIT APPLICATION PROCESS

To obtain a building permit for new, remodel or addition construction, the following information must be submitted to the Building Department.

BUILDING PERMIT APPLICATION FOR REVIEW OF DEVELOPMENTAL PROPOSALS

•This application allows the **Building Department** to review your project in an orderly permitting process.

WORKING DRAWINGS

- Plot/Site plan
- Floor plan
- Foundation plan
- Wall sections
- Elevations
- Roof framing plan and/or truss installation layout

Detailed submittal requirement lists follow for both residential and commercial projects. You should include the address of the proposed job site on each drawing.

If the information in your application is complete and the project is clearly within the requirements of codes and municipal ordinances, **it will typically take up to 10 working days** to review and approve your **residential** plans.

Commercial plans can take longer if they are a complex design. We suggest you call for approval status prior to making the trip to the Building Department . If your project is disapproved by any department, you will be notified immediately by the Building Official.

Once your plans are approved by the Building Official, you may obtain your building permit. At the time of purchase, you or your contractor will receive the building permit and an approved set of plans, both of which must remain on the job site at all times.

A building permit will expire if work is not started within 180 days or if the work has ceased for 180 days. It is possible to get a one time 180 day permit extension by submitting a request in writing to the Building Official. Expired permits may be renewed for 50% of the original permit fee.

Separate permits are required for **MECHANICAL AND FIRE SUPPRESSION SYSTEMS.**

INSPECTION INFORMATION

Most projects require several inspections as the work progresses. Ask for the Inspection request timing and sequence handout to know what inspections must be requested prior to covering or concealing the work in any way. Call the **Building Official at 580-2964** if you are in doubt about any requirements for inspections.

Inspections must be called a day in advance, no later than 4:30 p.m. the preceding day. Please give the address and any pertinent information when requesting inspections. The person calling for the inspection shall provide the inspector with approved plans and permits on the job site at the time of inspection or at any other time an inspector may drop by. It is the **Building Department's preference that all residential rough-in inspections** (mechanical, and framing) be performed on the same inspection call. **The address of the structure must be posted in clear view from the street.**

CERTIFICATE OF OCCUPANCY

Builders must notify the Building Department for final inspection of all projects (residential and commercial) before occupancy of the structure. Please notify the Building Department two weeks prior to wanting occupancy on all commercial projects.

Occasionally, the Building Official may approve a temporary Certificate of Occupancy for a commercial building which would allow the owner to open to the public prior to having met all of the conditions of approval, generally in the case of landscaping improvements. In instances where occupancy of a commercial building is requested prior to all of the improvements being installed, some of the improvements may be financially guaranteed.

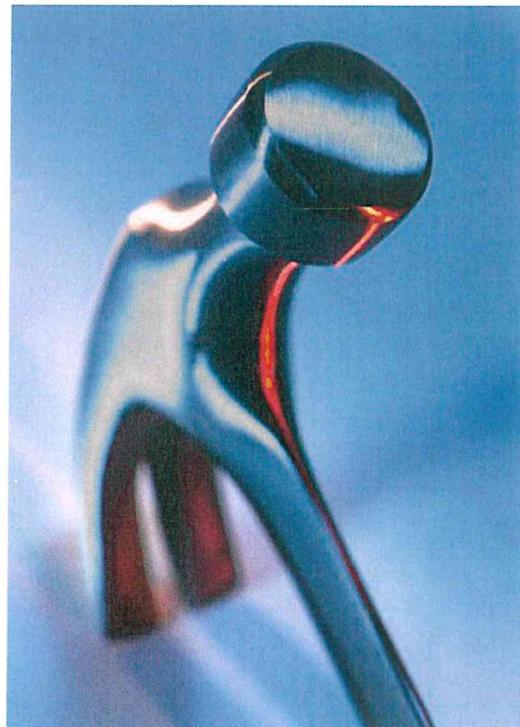
Listed below are phone numbers to assist you with your building needs:

Manhattan Town Office 284-3235

Building Department

Building Official

Dave Rowell 580-2964





Town of Manhattan Check Off List

*Please return this form with
your application.*

RESIDENTIAL BUILDING PERMIT

- _____ 2 full sets of plans included with application?
- _____ 2 sets of truss calculations included with application?
- _____ 2 sets of beam calculations included with Application?
- _____ 2 copies of Residential or Commercial Check for IECC 2009 included?
- _____ 2 copies of field checklist included?

LOTS WITHIN SUBDIVISIONS

- _____ 2 copies of soil report included?
- _____ Letter from Architectural/Design Committee approving plan for project.

FEE INFORMATION

At the time of obtaining a building permit, the applicant shall pay fees for:

Plan Review — Building Permit — Zoning Permit — Impact fees

These costs are available prior to approval of application

I, the applicant, understand that the above documents must be submitted **before** plan review will be done on this project.

Signature: _____ Date: _____



RESIDENTIAL and COMMERCIAL SUB CONTRACTOR BUILDING PERMIT APPLICATION

DATE: ____/____/____

Building Inspector 580-2964
bdlginsp1@gmail.com

Property Owner _____ Address _____ Phone _____

Applicant _____ Address _____ Phone _____

(check one or more of the following)

<input type="checkbox"/> SFR	<input type="checkbox"/> Remodel	<input type="checkbox"/> Apt/Condo/Townhouse	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Duplex	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mechanical	Other _____
<input type="checkbox"/> Addition	<input type="checkbox"/> Reroof	<input type="checkbox"/> Electrical	<input type="checkbox"/> Building Permit Required

Legal lot _____ Description block _____ subdivision _____ zoning _____ lot sq ft _____ construction height _____	Construction 1st floor _____ sq. ft. 2nd floor _____ basement _____ garage _____ additions _____ Total _____
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Project Description: _____

Business Name/contact person	Phone	License #	Valuation
General Contractor _____	_____	_____	_____
Electrical _____	_____	_____	_____
Plumbing _____	_____	_____	_____
Mechanical _____	_____	_____	_____
Total Valuation of Project:			_____

All businesses must have a current Town License to do business in Manhattan

Notice: No building or other structure shall be erected, moved, added to or structurally altered without valid permits. Incorrect or incomplete information may result in the delay of issuance of permits.

Notice: No permit will be issued until all fees are paid.

Notice: For any reason a permit is cancelled by the applicant, and a plan review has taken place, the applicant is still responsible for the Plan Review Fee due to administrative time.

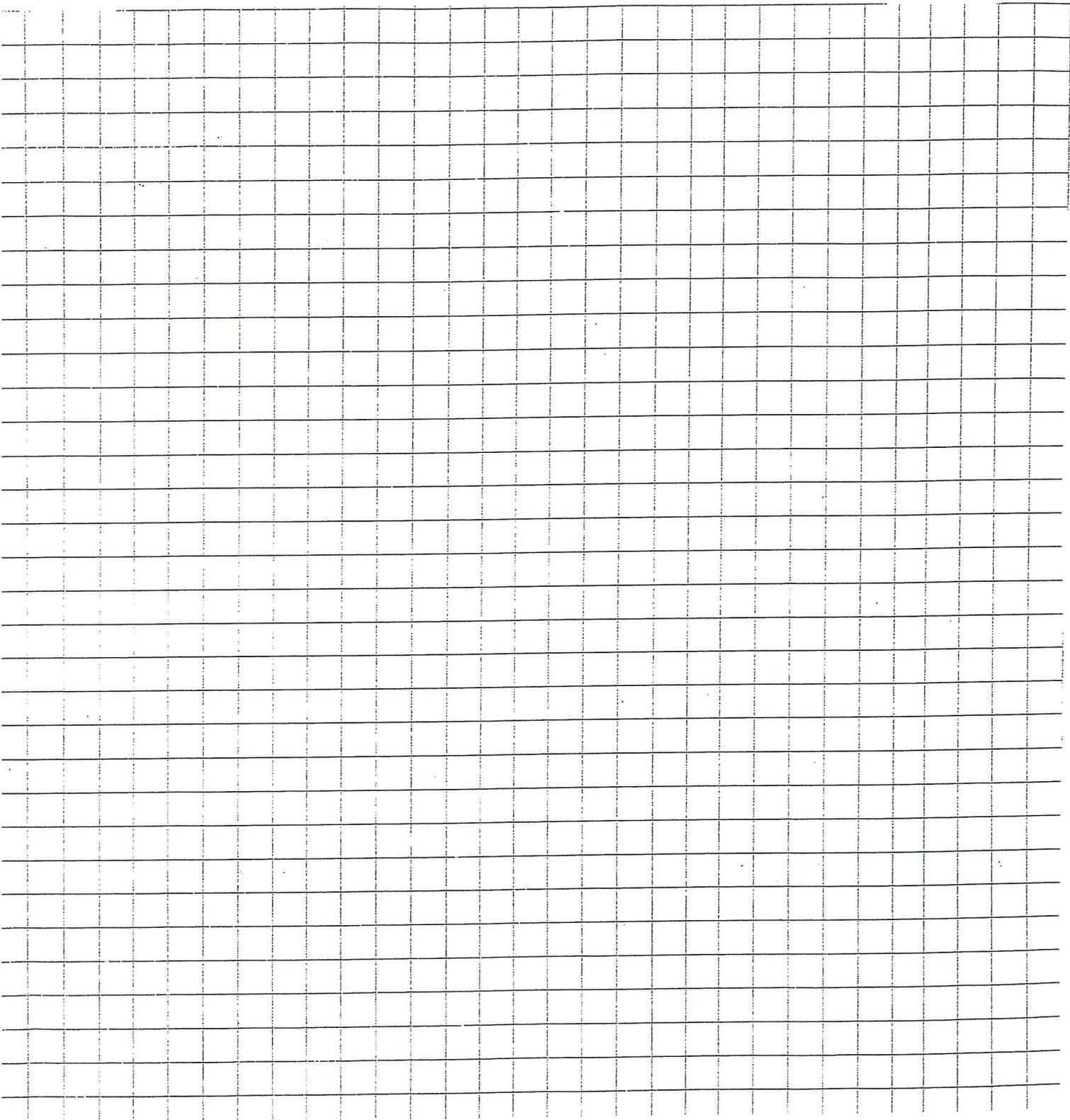
Notice: The undersigned hereby agrees: 1) that the proposed work shall be done in accordance with the plans and specification and statement herewith submitted and in conformity with the provisions of the Manhattan Town Codes, 2) and has read and fully understands Town Code 4-2-4 Section B-7 regarding rubbish and debris. All construction materials must be kept on site including paper, wrapping, etc.

NOTICE: With his/her signature, the below signed applicant/ owner acknowledges the Town of Manhattan does not control, direct, guide, oversee, or approve the contractor (s) or subcontractor (s), their agents, employees, or crew members in this or any of the construction processes. Further, below signed applicant/ owner acknowledges the issuance or granting of a permit or approval of plans, specifications, and computations shall not be construed to be a permit for, or an approval of, a violation of any of the provisions of the currently adopted International Building Code, Mechanical or Fuel Code, Energy Code, Uniform Plumbing Code, National Electrical Code, Town of Manhattan zoning and sign codes, Town municipal codes, or any other ordinances of the Town of Manhattan. The applicant/ owner has complete control over the construction process and is wholly responsible for the projects ultimate compliance with the applicable codes and ordinances.

Signatures _____ DATE _____ Applicant _____	approved <input type="checkbox"/> denied <input type="checkbox"/>	_____ DATE _____ Building Official _____
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PLOT PLAN

- 1) Locate all streets and alleys adjacent to property
- 2) Show set backs in every direction from new construction
- 3) Show all other pertinent buildings
- 4) Show access to public right of ways
- 5) Show length and width of lot



Street or Avenue _____
Lot front _____

FIELD INSPECTION CHECKLIST
2012 International Energy Conservation Code (IECC)

- Chapter 6: Simplified Residential Prescriptive Requirements
- Res-Check Compliance Certificate

	<u>Requirement</u>	<u>Inspection Date</u>	<u>Accepted By</u>
Pre-Inspection			
▪ Approved Building Plans on Site	_____	_____	_____
Foundation Inspection			
▪ Basement Wall Exterior Insulation	R-_____	_____	_____
▪ Slab-Edge Insulation	R-_____	_____	_____
▪ Crawl Space Wall Insulation	R-_____	_____	_____
Framing Inspection			
▪ Glazing (Window) Area	_____ sq. ft.	_____	_____
▪ Door Area	_____ sq. ft.	_____	_____
▪ Wall Area	_____ sq. ft.	_____	_____
▪ Glazing (Window) U-Factors	U-_____	_____	_____
▪ Door U-Factors	U-_____	_____	_____
▪ Floor Insulation	R-_____	_____	_____
▪ Caulking/Sealing Penetrations	<u>Req'd @ Frame</u>	_____	_____
▪ Duct Insulation in unconditioned spaces	R-_____	_____	_____
▪ HVAC Piping Insulation	R-_____	_____	_____
▪ Circulating Hot-Water Piping Insulation	R-_____	_____	_____
Insulation Inspection			
▪ Wall Insulation	R-_____	_____	_____
▪ Ceiling Insulation	R-_____	_____	_____
▪ Vapor Retarder	_____ Mil	_____	_____
▪ Basement Wall Interior Insulation	R-_____	_____	_____
Final Inspection			
▪ Heating Equipment	_____	_____	_____
* Make and Model Number	_____	_____	_____
* Efficiency (AFUE or HSPF)	_____	_____	_____
▪ Cooling Efficiency	_____	_____	_____
* Make and Model Number	_____	_____	_____
* Efficiency (SEER)	_____	_____	_____
▪ Thermostats for Each System	<u>Req'd</u>	_____	_____
▪ Weather-stripping at Doors/Windows	<u>Req'd</u>	_____	_____



TOWN OF MANHATTAN
 207 South 6th St.
 PO Box 96
 Manhattan, MT 59741
 Phone: 406-284-3235
 Fax: 406-284-2090
 Building Official: 406-580-2964

The Town of Manhattan, Building Department has adopted the International Residential Code (IRC), which sets prescriptive standards for the load-bearing capacity of soil and foundation design that may be utilized. Prescriptive tables in the IRC, based on soil bearing capacity, set the minimum width and thickness for footings and the minimum thickness and depth for foundation walls (modified by our local frost depth and our Seismic Design Category D-1). **A soils report is required for all new subdivisions to set the minimum standard for building foundation design in the entire subdivision based on soils type and load-bearing capacity. This report is to be provided to the Building Department prior to any permits being issued within the subdivision. Fill over 12" in depth requires an engineers compaction report provided to the Building Department unless 3/4" washed rock is utilized for fill. It is imperative that the soils type and load-bearing capacity be verified and the foundation design is approved prior to requesting any foundation inspection. A letter detailing compliance to the applicable foundation and soils investigation report shall also be provided by a licensed engineer for each individual construction project prior to a building permit being issued. This report will become part of the approved plans.**

IRC Presumptive Load-Bearing Values of Foundation Materials - Table R401.4.1

Class of Material	Load-Bearing Pressure (pounds/sq. ft.)
Crystalline bedrock	12,000
Sedimentary and foliated rock	4,000
Sandy gravel and/or gravel (GW and GP)	3,000
Sand, silty sand, clayey sand, silty gravel and clayey gravel (SW, SP, SM, SC, GM and GC.)	2,000
Clay, sandy clay, silty clay, clayey silt, silt and sandy silt (CI, ML, MH and CH)	1,500*

* Load-bearing capacities of less than 1,500 psf require a foundation design by a State of Montana Registered Engineer

IRC Footings Supporting Walls of Light-Frame Construction - IRC Table 403.1

Number of Floors Supported by the Footings	Minimum Width of Footings (inches) (based on 1500 psf Load-Bearing Pressure)	Minimum Thickness of Footings (inches)
1	12	6
2	15	6*
3	23	6*

Note: footing projections beyond foundation walls shall be at least 2 inches but shall not exceed the footing thickness

- The Town of Manhattan suggests a minimum 8" thick footing for 2 & 3 story designs

IRC Minimum Prescriptive Requirements

R403.1.3 Seismic Reinforcing. Concrete footings located in Seismic Design Category D1 shall have minimum reinforcement. Bottom Reinforcement shall be located a minimum of 3 inches clear from the bottom of the footing. Where a construction joint is created between a concrete footing and a stem wall, a minimum of one #4 bar shall be installed at not more than 4 feet on center. The vertical bar shall extend to 3 inches clear of the bottom of the footing, have a standard hook and extend a minimum of 14 inches into the stem wall.

R403.1.3.1 Foundations with stem walls. Foundations with stem walls shall have installed a minimum of one #4 bar within 12 inches of the top of the wall and one # 4 bar located 3 inches to 4 inches from the bottom of the footing.

R403.1.3.2 Slabs-on-ground with turned down footings. Slabs-on-ground with turned down footings shall have one #4 bar at top and bottom of the footing. **Exception:** For slabs-on-grade cast monolithically with a footing, one #5 bar or two #4 bars shall be located in the middle third of the footing.

R403.1.4.2 Seismic conditions. In Seismic Design Category D1 interior footings supporting bearing or bracing walls cast monolithically with a slab on grade shall extend to a depth of not less than 12 inches below the top of the slab.

R404.1.4 Seismic Design Category D1. Plain concrete walls located in Seismic Design Category D1 shall comply with the following:

1. Wall height shall not exceed 10 feet.
2. Unbalanced backfill height shall not exceed 4 feet.
3. Minimum reinforcement for plain concrete foundation walls shall consist of one # 4 horizontal bar in the upper 12 inches of the wall.
4. Minimum thickness for plain concrete foundation walls shall be 7.5 inches except that 6 inches is permitted when the maximum height is 4 feet 6 inches.

Foundation walls supporting more than 4 feet of unbalanced fill or exceeding 8 feet in height shall be constructed in accordance with table R404.1.1(5) for concrete. Where the table permits plain concrete walls, not less than #4 vertical bars at a spacing not exceeding 48 inches shall be provided.

IRC R404.1 Foundation Walls. Concrete foundation walls shall be constructed as modified for Seismic Design Category D-1 requirements. A design by a Licensed Architect or Engineer is required when any of the following conditions exist: 1) Walls are subject to hydrostatic pressure from groundwater. 2) Walls supporting more than 48 inches of unbalanced backfill that do not have permanent lateral support at the top and bottom.

- Frost depth for the Manhattan area is 36 inches for single story and 48 inches for two story and masonry footings (same standard utilized by the State Building Codes Bureau)
- When the building is heated to a minimum of 64° an IRC prescriptive design mono-slab may be utilized per Table R403.3 and figures 403.3(1) through 403.3(4) utilize an air freezing index of 2500.
- The Town of Manhattan, Building Dept. default design may be utilized for residential foundations which includes: 2 - #4 rebar in footings, #4 rebar spaced 18" o.c. horizontal and vertical in foundation walls, upper horizontal bar to be within 12" of the top of the foundation wall; single story foundation walls 6" thick on 6"X12" footing, two story and masonry foundation walls 8" thick on 8"X15" footing (not applicable for sites containing a soil load-bearing capacity of less than 1500 psf). Slab-on-grade reinforcement is to be #3 bars at 18" o.c. in the longitudinal and transverse directions or 6"X6"X10X10 woven wire mesh. **All reinforcing materials are to be chaired up.**
- Slab on grade foundations and mono-slab foundation systems can be constructed in conformance with the IRC tables detailed above, Town of Manhattan default standards and, if applicable, IRC table 403.3 and figure 403.3(1) based on an air freezing index of 2,500.