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Document Submittal Checklist – Commercial and Residential Projects

The items listed below are needed to submit your project for plan check. Without the appropriate items, we will be unable to render a complete and thorough plan check. This will cause delays in the plan check procedure and permit issuance.

In general, the plans should be:

- Clearly delineated, showing all existing and new construction
- Drawn to $\frac{1}{4}$ per ft. scale and fully dimensioned.
- Clear and legible; → illegible plans will not be accepted.

Provide the minimum number of sets required.

- 2 sets of Building Plans
- 2 sets of all engineering, specifications, and other supporting documents

Plan sets shall consist of:

- General information pages
- Plot/Site Plan
- Architectural plans, including floor plan, elevations, roof plan, door and window schedules, section drawings
- Structural Plans, including foundation plan, framing plan with section drawings, floor framing plan, shear wall plan with schedules, roof framing plan, suspended ceiling framing, section drawings, and all structural details as appropriate
- Energy Calcs
- Electrical plan
- Plumbing plan
- Mechanical plan

Plan sets should also include the following: (if applicable)

- Food equipment cut sheets (for food service facilities)
- Hood Exhaust and make up air calculations
- Water supply and drainage calculations
- Landscape drawings
- Site Accessibility Plan
- Handicap accessibility details and specifications
- Other details as needed.

Plan set info continued:

- Structural calculations (All structural details shall be a part of the plans and a minimum of two sets of calculations shall be stamped and wet signed by your design professional)
- Storage layout for warehouse and storage structures
- Seating and exiting layout for restaurant and assembly occupancies
- Truss drawings with engineering and truss layout
- Soil Reports and compaction tests (if applicable)
- Fire sprinkler/Fire alarm layouts and specs (if applicable)

Do your plans need to be completed by a licensed Architect or Engineer?

All plans submitted for permit are required to be signed by either a Montana Professional Engineer or Montana Registered Architect, except as follows:

Title 37 Chapters 65 (Architects) and 67 (Engineers) of the Montana Code Annotated:

These chapters of the MCA provide the following exceptions for building plans that have been designed in accordance with the International Building Code requirements, Section 2308 for conventional light wood-frame construction and tables of limitation for wood frame construction as adopted by the City of Bozeman.

An unlicensed person may prepare plans, drawings or specifications for the following:

- Single family dwelling not more than two stories with a basement in height.
- Multiple dwellings containing no more than four dwelling units and not more than two stories with a basement in height. Also, a maximum of four dwelling units on any lot.
- Garages or other structures appurtenant to single-family dwelling or multiple dwellings not more than two stories with a basement in height.
- Agricultural and ranch buildings unless the building official deems that an undue risk to the public health, safety or welfare is involved.

However, if any portion of any structure exempted by these sections deviates from the requirements for conventional light wood-frame construction or tables of limitation for wood frame construction found in the International Building Code Section 2308, then the building official may require the preparation of plans, drawings, specifications or calculations for that portion be completed by or under the direct supervision of a professional Engineer or registered Architect. The documents for that portion shall bear the stamp and signature of the licensee who is responsible for their preparation.

These Chapters of the MCA do not prohibit any person from furnishing plans for any of the following:

- Nonstructural store fronts, interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment.
- Any nonstructural work necessary to provide for their installation.

However, an unlicensed person may not prepare plans for those alterations that will change or affect any structural system or safety of the building or its occupants.

Except as specifically noted above, here are some examples of projects that require plans to be

prepared, signed and stamped by a Montana Professional Engineer or Montana registered Architect:

- New commercial buildings and additions to existing commercial buildings
- Projects with interior or exterior structural alterations
- Interior alteration with an occupancy change
- All Group A (Assembly) Occupancies
- All Group E (School and Day Care) Occupancies
- All Group F (Factory and Industrial) Occupancies
- All Group H (Hazardous) Occupancies
- All Group I (Institutional) Occupancies
- All Group R, Division 1, 2 or 4 Occupancies
- Projects with mixed occupancies other than R3 and U occupancies.
- Interior alteration with walls and partitions over 5 feet 9 inches in height or ceiling work which cover a floor area greater than 3,000 square feet for Groups B, S-1, S-2 or M Occupancies
- Storage racks over 8 feet in height
- Remodeling projects that creates or alters 1-hr fire rated corridors, fire rated occupancy separations or area separation walls
- Alteration which changes the means of egress (exit) requirements.
- Tanks and vessels
- Nonstructural component or equipment attached to building requiring design by a licensed Architect or Professional Engineer
- Remodeling Projects in high-rise (having floors over 75 feet in height) building
- Lateral force resisting systems utilizing poles embedded in the ground
- Any project deemed by Building Official to require design by a Montana Professional Engineer or Montana Registered Architect

WHAT REQUIRES A WET STAMP?

Title sheet of the calculations, specifications, reports and every sheet of the plans prepared by a licensed architect or engineer shall bear the seal or stamp (with the expiration date of the license) and wet signature of the architect or engineer at each submittal including the initial submittal.

The wet signature and stamp are required on the first page or cover sheet of the calculations, specifications and reports. The remaining pages (if sequentially numbered) may bear the letterhead or copy of the seal or stamp and signature of the architect or engineer.

Both Architects and Professional Engineers do allow electronically generated seals and signatures.

Specific Plan Sheet Information-

1. General Information: (cover sheet)

- Project name & address, as well as project owner's name, address and phone number
- Zoning
- Name, title, address, phone number of design professional
- Current applicable codes
- Occupancy group(s) and type of construction, fire sprinklers
- Occupant load and exiting requirements (with calcs)
- Gross square footage for each separate occupancy classification
- Total square footage of building and/or tenant improvement
- Allowable area calculations
- Description of scope of work
- Index of drawings
- Vicinity map, location and North arrow
- Stamp & wet signature of design professional (all sheets)
- Special Inspection Program (if applicable)

2. Plot Plan/Site Accessibility Plan

- Lot dimension showing whole parcel and property lines
- Show building pad or finish floor and street elevation
- Building footprint-providing dimensions to property lines
- Show required accessible path of travel between all building on the site and to the public way
- Show accessible parking spaces and passenger loading zones
 - Accessible path of travel from space into the building main entrance
- Identify building orientation and North arrow
- Show location of
 - Electrical room or meters
 - Sewer lines
 - Water lines w/meter and back flow devices
 - Gas meters
 - Access roadways with driveway / egress location
 - Curbs and gutters
 - Fire riser room, hydrant locations and water main size
 - Trash enclosures

3. Foundation Plan

- Show all new and any existing foundation / footings
- Plan view required- $\frac{1}{4}$ inch per foot scale
- Show footing details, grade beams, etc
- Show locations and provide installation details for all embedded hardware and reinforcing steel

4. Floor Plans

- Identify location within building where work is being done (Tenant Improvements)
- Identify uses of adjacent space or suites (Tenant Improvements)
- Show size of all wall openings with type of window and swing of doors
- Identify means of egress
- Identify any rated corridor systems
- Show locations of mezzanines and stairways
- Show locations of restrooms with disabled access requirements
- Show construction information for any tenant walls
- Identify the use of all rooms
- Show appropriate references to section details
- Seating plan within assembly uses and restaurants
- Occupancy separation details or references to detail locations
- Fire rated assembly details or references to detail locations
- Storage and shelving plans (engineering may be required)

5. Plumbing Plan

- Provide plumbing isometric/schematic showing hot and cold water, sewer, soil, grease traps, waste vents and cleanout sizes and materials
- Show complete drainage system with pipe sizes, and piping material
- Show water piping system (hot and cold), pipe sizes, and piping material
- Show location of all gas meters. Also show gas piping locations and sizing
- Show location of water heaters, boilers and any other equipment on plumbing floor plan
- Provide water pipe sizing calculations
- Show drainage fixture count and waste pipe sizing calculations
- Complete roof drainage plan with calculations

6. Mechanical Plan

- Floor plan
- Size and location of all duct work, plenums, registers, fire dampers, fresh air intakes, and air flow in CFM's
- Size and location of all combustion air openings (when gas appliances are used)
- Size, type and termination of any gas vents, grease ducts, etc.
- Details of any rated shafts
- Show equipment size, weight, manufacturer's name and model number
- Provide equipment attachment details per manufacture's specs

Mechanical Plan Continued:

- Indicate which rooms are to be conditioned and how
- Provide minimum ventilation and outside air
- Provide manufacturer's specs and valuation of walk in cooler boxes
- Hoods
- Provide construction details of shafts or reference to detail location
- Provide CFM Calculations
- Show location, type and size of hood, duct and equipment
- Provide CFM of exhaust and make up air
- Indicate type of fire suppression equipment
- Show location of exhaust termination
- Verify any specialized instructions and listings

6. Electrical Plan (single line diagram)

- Service entrance
- Show circuits for devices and lighting w/dual switching as required
- A/C rating (new bldg.) and service upgrades
- Feeder pipe and wire sizing to panels
- Show locations of panels, transformers and fixed equipment
- Indicate main disconnect size
- Indicate grounding electrode, conductor location and size
- Load Calculations
- Service entrance-conduit and wire size
- Complete NEC load calculation - NEC based on square ft area, including 125% for continuous load and largest motor
- Site lighting

7. Detail Sheets and Elevations

- Complete accessibility/disabled access requirements and specification
- Elevations with structural details
- Details for all structural connections
- Fire rated assembly details and specifications
- Rated corridor construction details- (include full height section drawing)
- Other details as needed to clarify construction

Note: If there are extenuating circumstances, some documents or required information may be accepted as a "Deferred Submittal". Please note that there will be additional plan review fees for each deferred submittal item provided after the building permit has been issued.

General Information

Before your Building Permit can be issued clearances from other Departments/Agencies will be required.

- A. The Planning Department (406-582-2260) will provide clearances to assure compliance with zoning codes land use, setbacks, heights, address, parcel location and parking. Use permits may be required for certain activities or structures.
- B. The Engineering Department (406-582-2280)
- C. The Fire Department (406-582-2359)

The application with construction documents must be examined, approved, and a building permit issued before construction begins. Note: Detached Structures require separate permits.

The following information should be useful in the preparations of construction documents:

All construction shall comply with the minimum requirements of the following codes:

- 2009 International Building Code
- 2006 International Residential Building Code
- 2009 International Existing Building Code
- 2009 Uniform Plumbing Code
- 2009 International Mechanical Code
- 2008 National Electric Code
- 2009 International Energy Conservation Code
- 2006 International Fuel Gas Code
- 2003 ICC/ANSI A117.1 Accessible and Usable Building and Facilities Code
- 2009 International Fire Code