



City of Libby

952 E. Spruce St.
Post Office Box 1428
Libby, Montana 59923

Phone 406-293-2731
Fax 406-293-4090

BUILDING PERMIT

REQUIREMENTS

AND

APPLICATION

BUILDING PERMIT REQUIREMENTS

WHAT IS A BUILDING PERMIT?

A building permit gives you the legal permission to start construction of a building project in the city limits. Permits are needed to keep track of and monitor construction work within the city. They help to assure an acceptable level of safety, convenience, health and quality by ensuring that work is done in conformance with City, State and National regulations.

In addition to a city building permit, you may also need a state issued electrical permit, plumbing permit and a mechanical permit. These permit applications are available from the city or from any licensed contractor specializing in the area.

WHEN IS A BUILDING PERMIT REQUIRED?

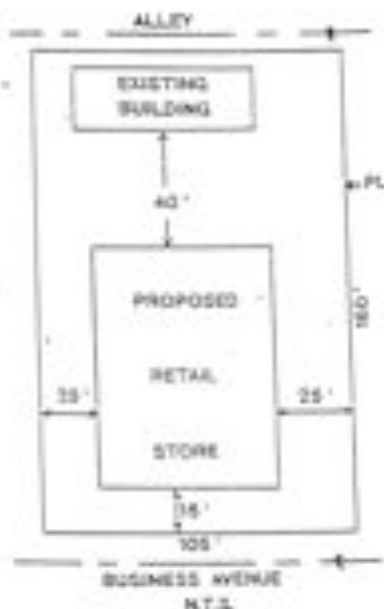
The construction, addition, alteration, repair or demolition of any structure within the city limits requires a city issued general permit. A permit is also required any time the use of the building is to be changed. This is to ensure that the new use can be safely conducted within the facility. Permits are not required for tool or storage sheds under 120 square feet. Fences under 6 feet high. Retaining walls not over 4 feet high. Sidewalks and driveways. Painting, papering, tiling, carpeting, cabinets or counter tops and similar finish work. Play ground equipment.

HOW DO I GET A PERMIT?

You must first obtain a building permit application. These are available at city hall or from the building inspector. For most projects you will be required to submit 1 set of drawings or plans and specifications which define the scope, intent, and method of construction. Typically the drawings are required to have the following information.

- A. Site plan, showing property lines, location of structures, location of existing and proposed utilities, parking areas and adjacent streets or alleys.
- B. Floor plans showing the use and relationship of spaces, sizes, doorways, windows fixtures and stairways. Actual floor plans must show dimensions and handicapped accessible features if needed.
- C. Section view through the building detailing the size and type of materials used and how they are to be assembled.
- D. Additional information may be required for commercial and multi-family structures or for other unusual or hazardous structures.

Below are some sample drawings and specifications that typically show the information required on your plans. Your plans should be large enough to show sufficient dimensions and detail.



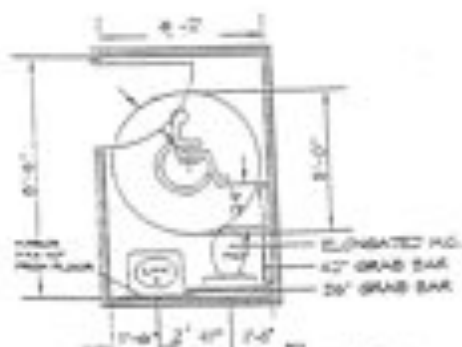
EXAMPLE SITE PLAN



- NOTES:
1. ACTUAL FLOOR PLAN MUST BE DIMENSIONED
 2. FLOOR FINISHES SHOWN ON DOOR SCHEDULE
 3. CEILING FINISHES & LIGHTING SHOWN ON DETAILS
 4. BUILDING ACCESS ON DETAILS
 5. WINDOWS & INTERIOR FINISH ON SCHEDULE

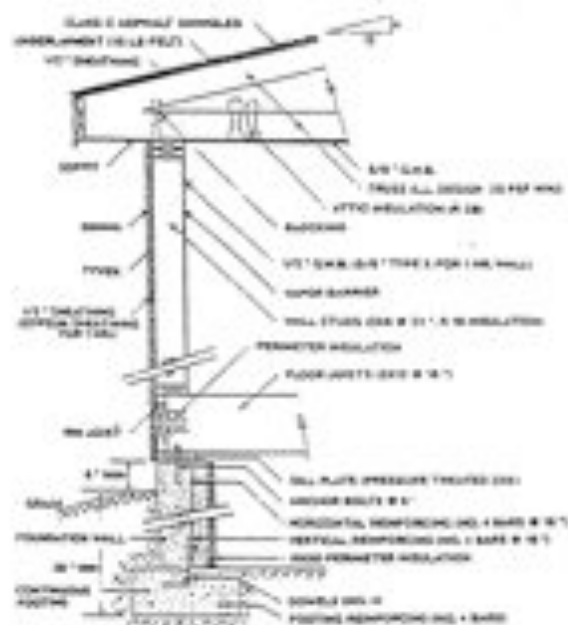
N.T.S.

EXAMPLE BUILDING FLOOR PLAN



TYPICAL HANDICAP TOILET

9



N.T.S.

EXAMPLE EXTERIOR WALL SECTION

After you submit your plans and your permit application, the building official will review your application and will issue the permit. You will be contacted and your permit can be picked up and paid for at city hall during regular business hours.

APPENDIX L PERMIT FEES

TOTAL VALUATION	FEE
\$1 to \$ 500	\$24
\$501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$ 100 or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$ 5,000,000; plus \$1 for each additional \$1,000 or fraction thereof

ERS INFORMATION



- Are you about to begin any construction activities?
- Are you about to remodel or perform demolition activities?
- Are you about to dig in your yard?

What should you do if you encounter asbestos or vermiculite on your property?

Call the Environmental Resource Specialist (ERS) for fast and friendly advice

Libby – 406-291-5335

Troy – 406-291-6201

Or stop by these two local information centers:

EPA Information Center, 501 Mineral Ave., in Libby

DEQ Troy Information Center, 303 N. Third St., in Troy

Protect Yourself

If you encounter vermiculite, there is a potential that you can be exposed to Libby Amphibole asbestos. If possible, leave it alone. If you are unsure of what to do, call the Environmental Resource Specialist (ERS). If you choose to continue working in potentially contaminated areas, take the steps outlined in the informational sheets available at EPA or DEQ Information Centers.

Libby Amphibole (LA) is toxic. It should be avoided or handled with extreme care. Exposure to Libby Amphibole asbestos has resulted in disease in workers and non-workers who have had contact with contaminated materials. There is no known threshold risk level for asbestos-related materials, and any exposure will increase the risk of asbestos-related disease. The health risk from exposure to all asbestos depends greatly on the amount of asbestos in the material you are disturbing and how long the exposure lasts. If you take the basic precautions outlined in the EPA fact sheets available at your local EPA and DEQ information centers, your risk from exposure will be less. Please be aware that regular dust or "painter's" masks are not effective in reducing exposure to LA.



Montana Department of
ENVIRONMENTAL QUALITY

Brian Schweitzer, Governor

P.O. Box 200901 • Helena, MT 59620-0901 • (406) 444-2544 • www.deq.mt.gov

PERMITTING & COMPLIANCE DIVISION

Waste & Underground Tank Management Bureau

MEMORANDUM

TO: Contractors, Building Owners, and Building Permit Applicants

DATE: June 7, 2007

FROM: Department of Environmental Quality, Asbestos Control Program

SUBJECT: Required Asbestos Inspection Prior to Building Remodeling, Renovation, and Demolition Activities

According to the Montana Asbestos Control Act (ACA) and Administrative Rules of Montana, (ARM) 17.74.354, an asbestos inspection is required to be conducted prior to building remodeling, renovation, or demolition activities. The asbestos inspection determines whether asbestos-containing materials (ACM) are present and whether the ACM needs to be removed prior to remodeling, renovation or demolition activities. Over 3000 different materials were made using asbestos. Building demolition/renovation activities can disturb ACM releasing asbestos fibers, which can be inhaled or ingested. Exposure to asbestos can result in asbestos related illnesses. Preventing asbestos exposures and complying with applicable regulations starts with a thorough asbestos inspection.

Building demolition/renovation activities include demolition, razing, wrecking, burning, moving, altering the structure and includes, but is not limited to, remodeling, electrical, plumbing, roofing, siding, flooring, insulating, drywalling, painting, texturing, gutting, demolition, mechanical, structural, and other types of deconstruction or related work.

The building owner and the contractor are responsible for ensuring that a thorough asbestos inspection is conducted by an asbestos inspector who is accredited (licensed) by the Department of Environmental Quality (DEQ) in accordance with the asbestos rules.

The Montana Department of Environmental enforces the Asbestos Control Act. Building owners and contractors who violate the ACA are potentially subject to penalties ranging from \$10,000 to \$25,000 per day for each violation.

For more information on the asbestos inspection requirement, locating an accredited asbestos inspector, and other asbestos regulatory requirements, log onto www.deq.mt.gov/Asbestos/index.asp or call (406) 444-5300.

glw@asbestos/memos/bldgcode2007

24.301.139 INVESTIGATION FEES ASSESSED FOR WORK COMMENCING WITHOUT BUILDING PERMIT (1) In accordance with Subsection 108.4 of the International Building Code, the department shall assess investigation fees for any work commenced on a building or structure before obtaining the necessary permits. The investigation fees will be 50 percent of the combined plan review and building permit fee, with a minimum fee of \$250 and a maximum fee not to exceed \$1000. (History: 50-60-104, 50-60-203, MCA; IMP, 50-60-103, 50-60-104, 50-60-201, MCA; NEW, 2004 MAR p. 2103, Eff. 9/3/04.)

Rules 24.301.140 and 24.301.141 reserved

INSPECTION RECORD

APPLICATION NUMBER:
OWNER:
ADDRESS:

FOUNDATION INSPECTION: To be made after footings are in place and any required forms for foundations are in place.

Date Inspected:

Signed:

CONCRETE SLAB OR UNDERFLOOR INSPECTION: To be made after all inslab or under floor service equipment is in place, but before any concrete or subfloor is installed.

Date Inspected:

Signed:

FRAME INSPECTION: To be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved.

Date Inspected:

Signed:

GYPSUM BOARD INSPECTION: To be made after all gypsum board is in place but before any plastering is applied or joints and fasteners are taped and finished.

Date Inspected:

Signed:

FINAL INSPECTION: To be made after finish grading and the building is complete and ready for occupancy.

Dated Inspected:

Signed:

Ron Higgins
Building Inspector
City of Libby

#5003309-01
291-0177 or 293-2731

LIBBY BUILDING PERMIT APPLICATION

Return this application along with all required plans and specifications to the City Building Official.

Project Location: _____
Owner: _____ Address & Phone _____
Contractor: _____ Address & Phone _____
Designer: _____ Address & Phone _____
Electrician _____ Address & Phone _____
Plumber _____ Address & Phone _____

Describe the nature of the project and its use:

Type of project:
 Commercial Residential New Addition Alteration Repair
 Move Demolition

Describe the nature of the project: _____

Estimated total cost: (labor and materials) \$ _____

BY EXECUTING THIS APPLICATION IT IS AGREED THAT:

1. The information supplied is true and correct.
2. This project may be subject to other laws and regulations, including but not limited to Federal and State Regulations, ADA handicapped requirements, Energy Code requirements or zoning regulations.
3. This permit is issued as described on the plans submitted. Any changes must get additional approval.
4. Separate electrical, plumbing and mechanical permits issued by the State of Montana are required.
5. Construction of the proposed project may not be started until the fees are paid and the permit is issued. An additional investigation fee of up to 50% of the total permit fee may be charged for projects started without a permit.
6. A certificate of occupancy needs to be issued before the building can be used.

Signature of Applicant _____ Date: _____