

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?

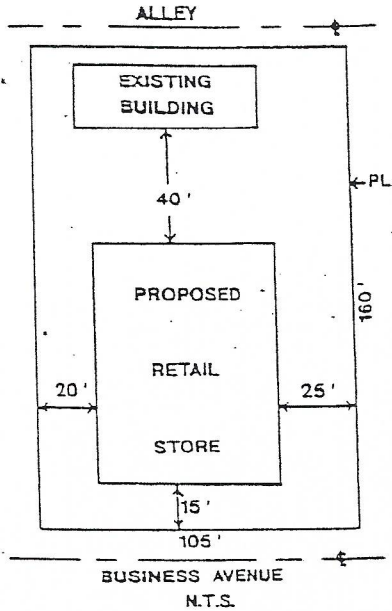
The construction, addition, alteration, repair or demolition of any structure within the city limits requires a city issued general permit. A permit is also required any time the use of the building is to be changed. This is to ensure that the new use can be safely conducted within the facility. Permits 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?

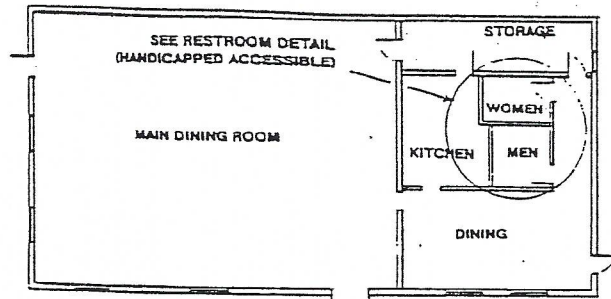
You must first obtain a building permit application. These are available at city hall or from the building inspector. For most projects you will be required to submit 1 set of drawings or plans and specifications which define the scope, intent, and method of construction. Typically the drawings are required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



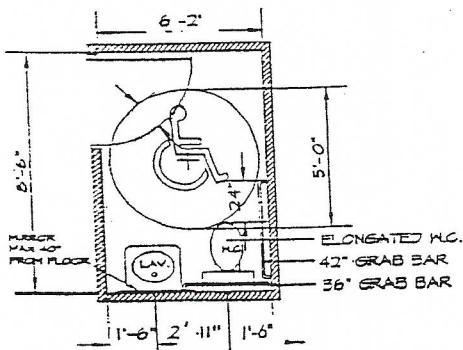
EXAMPLE SITE PLAN



- NOTES:
1. ACTUAL FLOOR PLAN MUST BE DIMENSIONED
 2. PANIC HARDWARE SHOWN ON DOOR SCHEDULE
 3. EXIT SIGNING & LIGHTING SHOWN ON DETAILS
 4. BUILDING ACCESS ON DETAILS
 5. WINDOWS & INTERIOR FINISH ON SCHEDULES

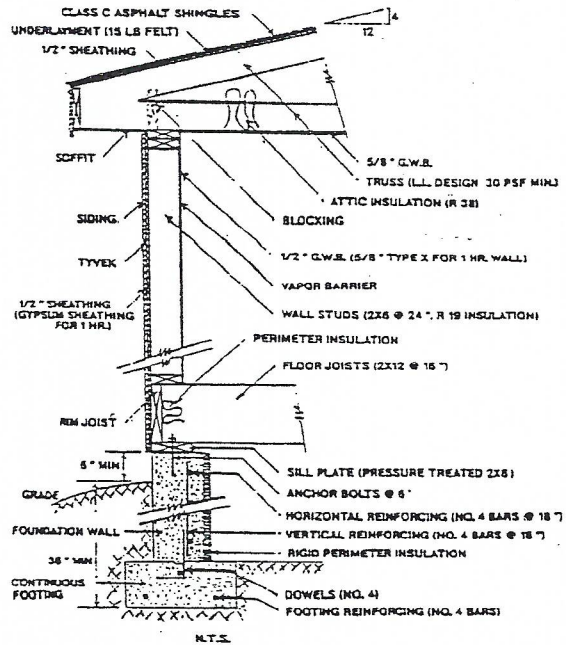
N.T.S.

EXAMPLE BUILDING FLOOR PLAN



TYPICAL HANDICAP TOILET

9



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

ASBESTOS RESOURCE PROGRAM

Are you excavating, grading,
landscaping?

Making plans for demolition or
remodeling?

Selling or buying property?

**CALL OUR HOTLINE AT
(406) 291-5335**

or stop by our office at 503 California Avenue
in Libby

You can also fill out the Property Evaluation
Notification (PEN) Form on our website at
<https://lcarp.org/pen-form/>

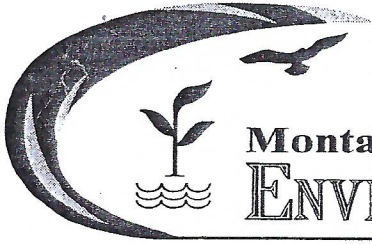
We can give you fast and friendly advice if
you encounter asbestos or vermiculite on
your property. We offer information and
resources in limiting your risk to possible
Libby amphibole asbestos exposure.

We can also supply you a status letter for
your property.

Lincoln County Asbestos Resource Program

www.LCARP.org LCARP@libby.org
503 California Avenue Libby, MT 59923





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.

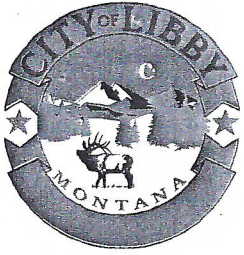
The Montana Department of Environmental enforces the Asbestos Control Act. Building owners and contractors who violate the ACA are potentially subject to penalties ranging from \$10,000 to \$25,000 per day for each violation.

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.

g/wut/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



City of Libby

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

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

January 23, 2012

MEMO: Building Permits

From this date forward, all new building permits issues under the direction of the building inspector for the City of Libby, shall also be review and signed off by the Lincoln County Floodplain Manager. If the property lies within a FEMA regulated floodplain, there will need to be a separate floodplain permit applied for (see County Floodplain Manager for application and fees). In addition, a detailed floodplain map shall accompany any and all building permits with respects to the floodplain. This pertains to all new construction of buildings on property within the city limits of Libby. Any remodeling or new additions to existing buildings will be carefully examined to determine if they too may have floodplain issues.

Doug Roll
Mayor, City of Libby



Lincoln County Emergency Management
 952 Spruce St. Suite #205 | Libby, MT. 59923
 EMA: (406) 293.6295 | PHEP; (406) 293-6296 | Fax: (406) 293-2515
 Website: <http://www.lincolncountymt.us/em/index.html>

Floodplain Zone-Details Request Form

Please provide **ALL** of the following information below in order to provide accurate information. Incomplete information will result in an incomplete application and longer response time. Information can take up to 15 Working Days. **NO SAME DAY DETERMINATIONS** (please print legibly)

- Requestor's Name: _____
 Realtor Insurance Financial Landowner Buyer
- Landowner's name (if different from above): _____
- Email Address (to send flood determination to): _____
- Mailing address if no email is available: _____

- Property Legal Description (see tax notice, Clerk & Records office, or Cadastral)
 Section: _____ Township: _____ Range: _____
 Subdivision/Platt Name (if applicable): _____
 Tract or Parcel #: _____ CIOS/Plat #: _____
 Physical Street Address: _____
 Is this a verified new E911 Address? YES NO

Please Do Not Write Below This Line - For Official Use Only

Lincoln County Floodplain Determination Results

FIRM Panel: _____ FEMA Floodplain Zone: _____

REQUIREMENTS ARE:

- Floodplain Permit Floodplain Analysis (to determine BFE) Elevation Certificate
 Flood Insurance Building Setbacks

RECOMMENDED OPTIONS:

- Letter of Map Amendment/Revision (LOMA/LOMR) Enroll into CRS Program
 Flood Insurance

OTHER POSSIBLE PERMITS:

- 310 - Lincoln Conservation District (LCD) 404 - US Corps Engineers (USACE)
 SPA 124 - Fish, Wildlife & Parks (FWP) 318 - Dept. of Equality (DEQ)
 Local Environmental Health Dept. to verify if sanitation facilities are permissible

Completed By: _____ Date: _____

Working Locally to Reduce Flood Risk



INSPECTION RECORD

PERMIT NUMBER:

OWNER:

ADDRESS:

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

Date Inspected:

Signed:

CONCRETE SLAB OR UNDERFLOOR INSPECTION: To be made after all in-slab service equipment is in place, but before any concrete is poured, or after all service equipment is installed in a crawlspace.

Date Inspected:

Signed:

FRAME INSPECTION: To be made after the roof, all framing, fire blocking and bracing are in place. All vents, chimneys, ductwork and piping are in place and rough in plumbing and rough in electrical are approved.

Date inspected:

Signed:

ENERGY CONSERVATION INSPECTION: To be made after all air barriers, ceiling and wall insulation, floor insulation or crawlspace insulation, HVAC and basement insulation is installed.

Date Inspected:

Signed:

GYPSON BOARD INSPECTION: To be made after all gypsum board is in place but before any plastering is applied to joints and fasteners.

Date Inspected:

Signed:

FINAL INSPECTION: To be made after the building is substantially completed and ready for occupancy.

Date Inspected:

Signed:

Ron Higgins
Building Inspector #5003309-01
406-291-0177

2009 IBC-IRC requires the permit holder to notify the building official when work is ready for inspection.

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: _____



City of Libby

952 E. SPRUCE | POST OFFICE BOX 1428
LIBBY, MT. 59923 | Phone 406-293-2731 | Fax 406-293-4090 | Website: www.cityoflibby.com

2021 Business License Application

It is required, under Title 5 of the City of Libby Code or Ordinances that no person, firm, association, corporation or other business entity shall carry on or engage in any occupation, trade, profession, or business within the city involving the sale of goods and/or services without first having procured a license therefor from the city, provided that said occupation, trade, profession, or business has not been specifically exempted from procuring said license or paying any fees associated therewith by the laws of the state of Montana.

BUSINESS INFORMATION

New (\$90) Renewal (\$60)

Business Structure:

Individual Partnership Corporation/LLC

Business Type:

Office Retail/Wholesale Restaurant/Food Service
 Manufacturer Professional Service Home Based Mobile Service
 Other: _____

Business Name: _____

Business PHYSICAL Address: _____

** CANNOT be a PO Box - Needs to be Actual Business Location **

Date of Arrival to the City of Libby: _____ **Expected # Employees:** _____

Federal Tax-ID (EIN): _____ **Other License(s) # (if Required):** _____

APPLICANT INFORMATION:

Applicant's Full Name: _____

**** Other Names Used:** _____

Mailing Address: _____

Phone: _____ **Email:** _____

Does the Applicant have any other licenses in another City/County: Yes No
If YES, please list License(s), nature of business, and City/County located in:

Does the Applicant have any other licenses in another city/county: Yes NO
If YES, please list all license(s), nature of business, and city/county located in:

Has any business license to the applicant been denied, revoked or suspended in the City of Libby or any other City/State: Yes No

If YES, give details and state business activity or occupation denied, revoked or suspended:

Description of Products/Services provided:

I declare under penalty of perjury that the statements made herein are true and correct to the best of my knowledge and belief.

Sign & Print Name (legibly)

Date

** Fees payable to the City of Libby on or before January 1st of each calendar year or before opening **

Annual License Fee: \$ _____

For Office Use Only

Date: _____

Lic #: _____

Payment: _____

2021 Business License Application Investigation

Planning, Zoning and Ordinance:

The City of Libby's Planner is responsible for reviewing for the conformance to the adopted city regulations, ordinances and, Montana state law

Zoning District: _____

Recommended for: APPROVAL DENIAL (based on the following reasons)

Signed By City Planner

Date

Fire Marshal

The Fire Marshal's office is responsible for enforcing the International Fire Code, and for performing fire/alarm plan reviews and Fire Life Safety inspections. (Contact Fire Marshal at 293-9217)

Business location has been: APPROVED DENIED (based on the following reasons)

Signed By Fire Marshal

Date

City Building Inspector/Building Codes:

The City of Libby's building department performs plan reviews and inspections on all commercial and residential building projects within the city limits. We also inspect business buildings to ensure public safety and health.

Recommended for: APPROVAL DENIAL (based on the following reasons)

Signed By City Building Inspector

Date

County Health Inspection:

The County Environmental Health Department performs is responsible for making all food establishments meet the required federal and state regulations. They also inspect business buildings to ensure public safety and health.

Recommended for: APPROVAL DENIAL (based on the following reasons)

Signed By County Health Inspector

Date