

CITY OF LIBBY

952 E. SPRUCE | POST OFFICE BOX 1428

PHONE 406-293-2731 | FAX 406-293-4090 | WEBSITE: www.cityoflibby.com

BUILDING PERMIT REQUIREMENTS AND APPLICATION

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BUILDING PERMIT REQUIREMENTS

What is a Building Permit?

A building permit gives you the legal permission to start the construction of a building project in the city limits.

Permits are needed to monitor construction work within the city limits to assure acceptable levels of safety, convenience, health and fire requirements, and quality standards meet the adopted International Building and International Residential Code.

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

When is a Building Permit required or not?

Any property owner or contractor who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to cause any such work to be performed, shall first make application to the building inspector, and obtain the required building permit.

Building permits are not required for the following:

1. One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided that the floor area is not greater than 120 square feet.
2. Fences not over 7 feet (2134 mm) high.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall.
4. Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement below and are not part of an accessible route. A Sidewalk Permit is required for reimbursement within the city easement.
5. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
6. Prefabricated swimming pools that are less than 24 inches deep, are not greater than 5,000 gallons and are installed entirely above ground.
7. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
8. Swings and other playground equipment accessory to detached one- and two-family dwellings.
9. Window awnings supported by an exterior wall that do not project more than 54 inches and do not require additional support.

Although permits are not required for the above projects, city code must still be followed. Please contact the building inspector or city administrator for more information.

How do I get a Building Permit?

To obtain a permit, the applicant shall first get an application from the building inspector, city hall, or from cityoflibby.com. The application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the building inspector.

How long is my permit valid?

An application for a building permit is valid for 180 days after the date of filing. The building inspector is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and include a justifiable cause.

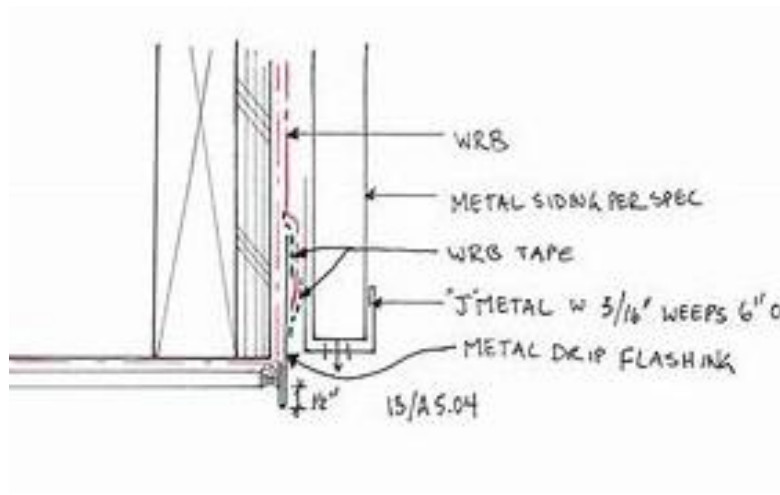
What construction documents are required?

Floor Plans - Plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building inspector. Determination will be made looking at the relationship of spaces, sizes, doorways, windows, fixtures, and stairways.

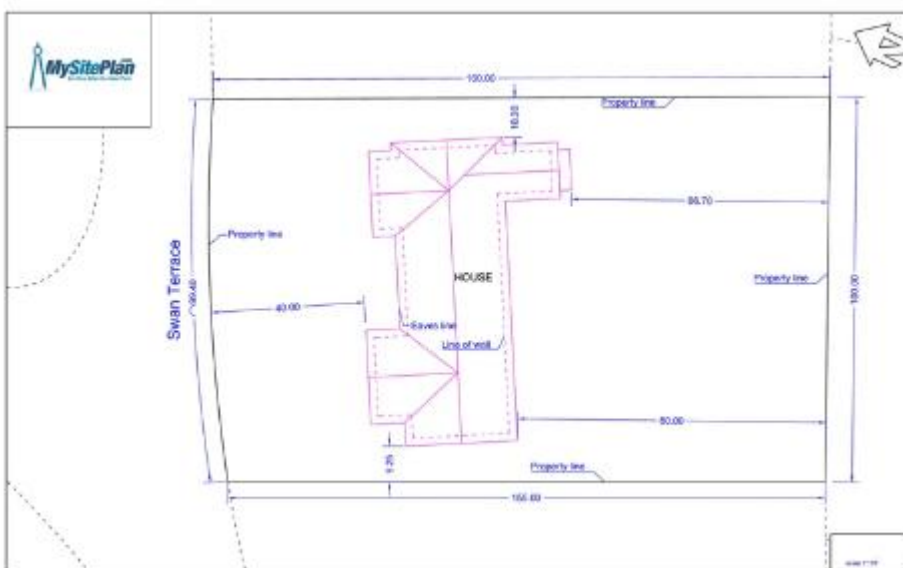


Shop drawings for the fire protection- Fire suppression systems shall be submitted and approved prior to the start of system installation if required by the building inspector or fire chief.

Details of the exterior wall envelope- Details required include flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water resistant barrier, and details around openings.

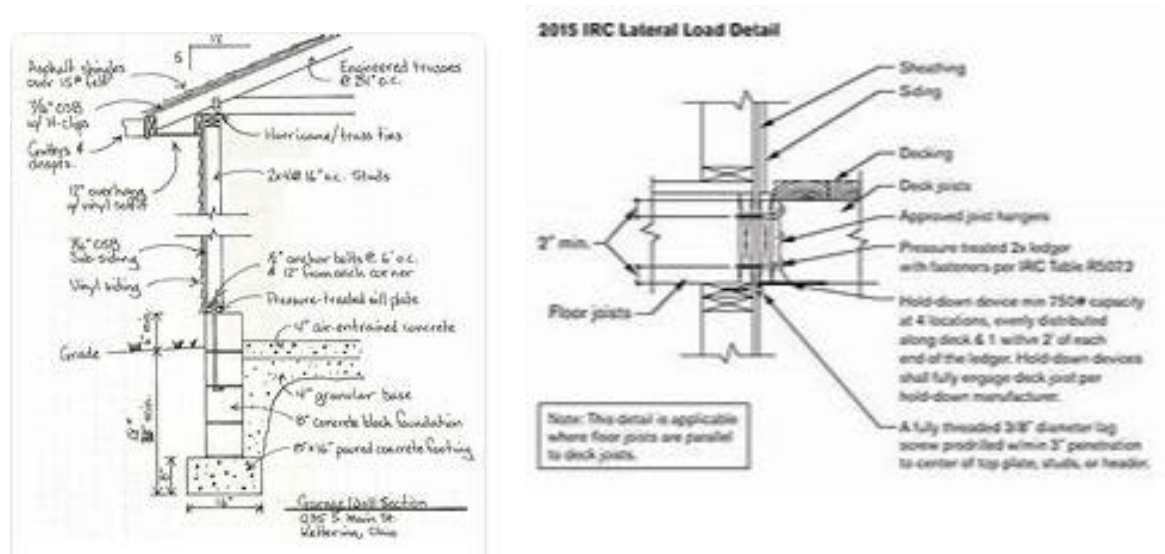
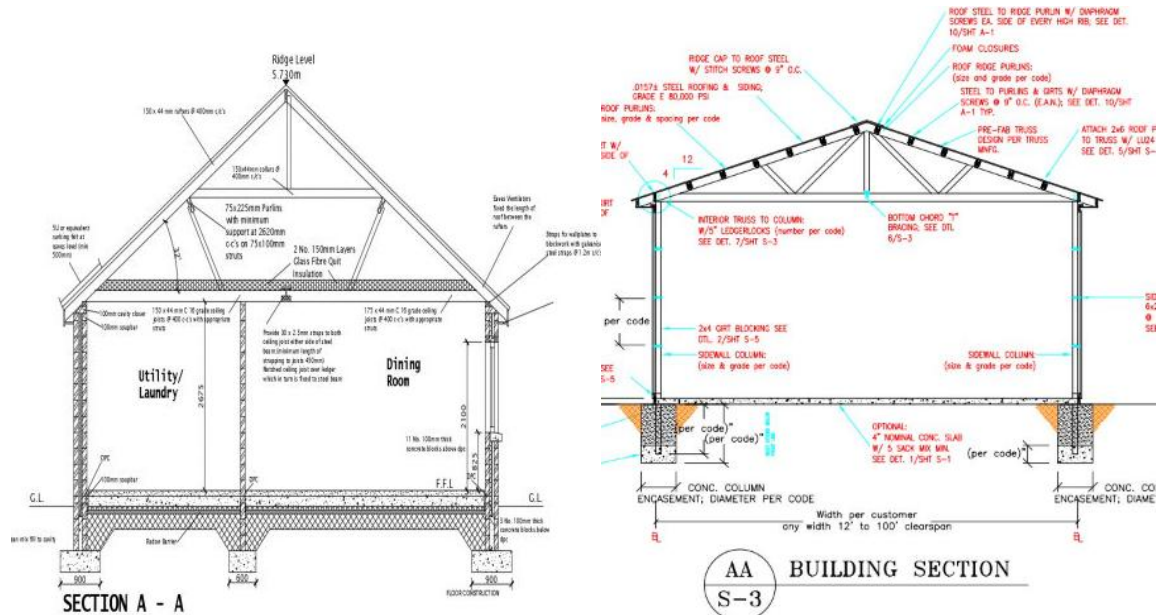


A **site plan** showing to scale the size and location of new construction and existing structures on the site, distances from the property lines, emergency vehicle access, fire hydrant location, and the proposed finished grades of the property. A storm water retention plan is required for all new construction. The fire chief, city administrator, and/or designated representative must approve all site plans for new construction.



Floodplain permits- If the property lies within a FEMA regulated floodplain, a separate permit will be issued by the Lincoln County Floodplain Manager. Any fees for floodplain permitting are in addition to the building permit fee. Applications can be picked up at the Lincoln County Annex building. Applications may apply to new construction, additions, or remodels.

Structural design information- Plans must show the size, section, and relative locations of structural members with floor levels, column centers and offsets dimensioned. The design loads for roof truss systems and other information pertinent to the structural design are required.



How much does a building permit cost?

The cost for a building permit is based on the overall cost for the project according to the permit fee scale below.

PERMIT FEES

<u>TOTAL VALUATION</u>	<u>FEE</u>
\$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.

Example- If a new house is projected to cost \$124,000 for materials and \$120,000 for labor, the total valuation would be \$244,000. The permit fee would cost \$1,027 for the first \$100,000 leaving \$144,000. \$7 for each additional \$1,000 would be $144 \times \$7 = \$1,008$. Adding the \$1,027 to the \$1,008 means that the building permit will cost \$2,035.

What happens if I build without a permit?

If you build without a permit, additional fees will be charged.

ADMINISTRATIVE RULES OF MONTANA 24.301.139 INVESTIGATION FEES ASSESSED FOR WORK COMMENCING WITHOUT BUILDING PERMIT

(1) In accordance with subsection 109.4 of the International Building Code and pursuant to the requirements of fees being commensurate with costs, the department may assess an investigation fee for any work commenced on a building or structure prior to obtaining the required building permits. The investigation fee will be charged on an hourly rate of \$75.00 per hour, for every hour, including portions of an hour spent on investigating the work commenced without the proper building permits. This investigation fee shall be in addition to the regular plan review and building permit fee assessed in ARM [24.301.138](#)(1)(a) and (b).

When do I need an asbestos inspection?

Anytime demolition or renovation requires a building permit, an asbestos inspection is required.

ADMINISTRATIVE RULES OF MONTANA 17.74.354 INSPECTION REQUIREMENTS FOR DEMOLITION AND RENOVATION ACTIVITIES

(1) Prior to any demolition or renovation of a facility, the owner or operator shall ensure the facility or part of the facility where demolition or renovation actions will occur is thoroughly inspected by a department-accredited asbestos inspector in accordance with this subchapter.

(2) The owner or operator shall ensure that a copy of the inspection report is kept on site during the asbestos project. The owner shall ensure that the report is kept on site during subsequent renovations or demolition. The inspection report must be made available to the department upon request.

When does the Fire Chief need to approve a building permit?

The Fire Chief needs to approve all building permit site plans involving new construction and for any extensive remodel as determined by the building inspector.

The Fire Chief looks for many safety items that include; if a fire suppression system is required, is there a fire hydrant located close enough to the building, is there adequate fire flow to the hydrant for proper operation and is there adequate emergency vehicle access.

When does the city require an outside planning consultant?

City Resolution No. 1903 requires that a developer pay the city for an outside planning consultant for any subdivision review. The city Design and Construction Standards require that any new development or redevelopment comply with adopted Subdivision Standards. That means that any development, consisting of more than one dwelling unit, will be assessed the actual cost to the city for an outside consultant to review the construction and site plans for compliance with city standards. If the actual cost for the subdivision review goes over the fee schedule the developer will be invoiced to cover the additional cost.

FEE SCHEDULE

Subdivision Review

First Minor Subdivisions - \$500

Subsequent Minor - \$650

Major Subdivisions - \$800 + \$50 per lot

Mobile Home/RV/Condo Development

\$100 per space or dwelling unit

Weed Assessments

Minor Subdivisions - \$200

Major Subdivisions - \$300 + \$10 per lot

Misc. Fees

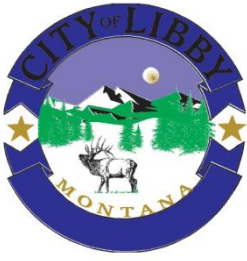
Prelim Plat Ext or Condition Amendment - \$100

Environmental Health Review - \$100

Final Plat Review - \$250

Exemption Review (Family conveyance) - \$150

Variance - \$100



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BUILDING PERMIT APPLICATION AND INSPECTION RECORD

Building Permit Number _____ Issued _____ Expires _____

Building Inspector – Walter Snyder, ICC# 10172490, building.inspector@cityoflibby.com,
(406)293-2731, Cell (406) 885-9746, PO BOX 1428, 952 E. Spruce St., Libby MT 59923

Return this application along with all required plans and specifications to the building inspector when completed.

Project Location: _____

Owner: _____

Contractor: _____

Designer: _____

Electrician: _____

Plumber: _____

Type of project: (Check all that apply)

☐ Commercial ☐ Residential ☐ New Construction* ☐ Addition ☐ Alteration*
☐ Repair ☐ Move ☐ Demolition* ☐ New Development** ☐ Redevelopment**

* Requires Fire Chief approval prior to construction, extensive remodel, or demolition.

** Requires outside engineering consultant for plan review at developers cost.

Nature of project: (Describe)

Estimated Total Cost: (Labor and Materials) \$ _____

Building Permit Fee \$ _____ Subdivision/Development Fee \$ _____

Other Fees \$ _____ Total Assessment Due \$ _____

Date Paid _____

BY EXECUTING THIS APPLICATION, IT IS AGREED THAT:

1. The information provided is true and correct.
2. This project may be subject to other laws, rules, and regulations, including but not limited to; Federal and State regulations, ADA requirements, Energy Code requirements, or Zoning regulations.
3. This permit is issued as described on the plans submitted and any changes must get additional approvals.
4. Separate electrical, plumbing, and mechanical permits are required to be issued by the State of Montana.
5. Construction of the proposed project may not be started until the fees are paid, and a permit is issued. Additional investigation fees will be assessed for starting a project without a permit.
6. Any additional review costs will be invoiced to the developer.
7. A certificate of occupancy must be issued before any building can be used.

Signature of Applicant: _____ Date: _____

Applicant Name: _____
(Printed)

INSPECTION RECORD (IBC-IRC requires the permit holder to notify the building inspector when work is ready for inspection)

FIRE CHIEF (If Required) ____ Approved ____ Disapproved ____ Conditionally Approved

Comments/Conditions:

PLAN REVIEW (If Required) Completed _____ By _____

FLOODPLAIN ____ In ____ Out Floodplain Permit Number _____

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 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 electrical are approved.

Date Inspected _____ Signed _____

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

Date Inspected _____ Signed _____

GYPSUM 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 _____

Comments: _____

Once the final inspection is completed a copy of the Building Permit Application and Inspection Report will be returned to the building inspector to be retained in the city files.