

**Residential Building Permit Application Submittal Checklist:  
Multi-Dwelling Residential**



**Address:** \_\_\_\_\_ **Date of Submittal/Revision:** \_\_\_\_\_

**Application Submittal:**

Visit the [Citizen Access Portal](#) to submit a building permit application.

**Applicability:**

This checklist is required to be submitted for all new construction of, or additions to, residential buildings containing three or more R-2 dwelling units.

**Application Acceptance:**

The following checklist may not be all inclusive of everything required to complete the plan review process. A submittal is deemed complete if all applicable information on the checklist is provided, and all appropriate boxes are checked, and associated page numbers filled in. Submittals received prior to the completion of a land use process on the property will not be accepted per the screening questions below. **Resubmittals may be subject to a resubmittal fee.**

**Resources:**

- |  |   |
|--|---|
| <a href="#">Title 20 Zoning Code</a>   | <a href="#">2018 International Building Code</a>  |
| <a href="#">What's My Zoning? Interactive Map</a>                              | <a href="#">2018 International Energy Conservation Code</a><br>(See <a href="#">MT Amendment</a> for prescriptive values) |
| <a href="#">Design Excellence Overlay Standards</a>                            | <a href="#">2018 International Mechanical Code</a>  |
| <a href="#">Missoula County Property Information System</a>                    | <a href="#">2018 International Fuel Gas Code</a>  |
| <a href="#">Title 12 Engineering Code</a>                                      | <a href="#">2017 National Electric Code</a>   |
| <a href="#">Missoula City Public Works Standards and Specifications Manual</a> | <a href="#">2018 Uniform Plumbing Code</a>  |
| <a href="#">City of Missoula Standard Drawings</a>                             | <a href="#">2012 International Fire Code Appendix D</a>   |
| <a href="#">Title 15 Building and Construction</a>                             | <a href="#">Montana Fair Housing</a>  |

**A. REQUIRED DOCUMENTS**

**Please submit the following with the building permit (N/A = not applicable)**

N/A	YES	
	<input type="checkbox"/>	1. Blank Title (first) page (for stamps and comments from City Staff).
	<input type="checkbox"/>	2. Building plans <b>Note:</b> Only digital (vectorized) plans are allowed, no hand drawn or scanned plans will be accepted.
	<input type="checkbox"/>	3. Site plan <b>Note:</b> Only digital (vectorized) plans are allowed, no hand drawn or scanned plans will be accepted.
<input type="checkbox"/>	<input type="checkbox"/>	4. Grading and drainage plan if any portion of site exceeds 5% slope
<input type="checkbox"/>	<input type="checkbox"/>	5. <a href="#">Residential water meter sizing worksheet</a> (for projects with 4 or more bathrooms and anytime two dwelling units will share one water supply line – see applicability section at top of worksheet)
<input type="checkbox"/>	<input type="checkbox"/>	6. <a href="#">City StormWater Pollution Prevention Plan (SWPPP)</a> documents if the proposed area of soil disturbance exceeds 2,500 square feet.

[ ] [ ]

- 7. Any other required documents as a condition of the subdivision, such as geotechnical report, elevation certificate, etc.

## B. SCREENING QUESTIONS

Please answer all parts of the following questions.

NO YES

[ ] [ ]

- 1. Is this project on land that is within the [Design Excellence Overlay](#)?


If yes, provide the record number of the approved Design Excellence Review:

\_\_\_\_\_

[ ] [ ]

- 2. Is this project on a parcel of land that is waiting for a subdivision final plat, amended plat, or amended Certificate of Survey to be filed in order to create the parcel?


If yes, provide book #\_\_\_\_\_ and page #\_\_\_\_\_ of the final plat, amended plat, or amended certificate of survey associated with the subject lot.

If the land has a final or amended plat that has not yet been filed, do not submit a building permit. 

[ ] [ ]

- 3. Is this project on land that is not in the city limits and awaiting an annexation to be approved and recorded?

If yes, provide the date of City Council approval \_\_\_\_\_

If the land has not yet been annexed, do not submit a building permit. 

[ ] [ ]

- 4. Is this project on land that is waiting for approval of a rezoning, variance, design review, or other land use process?

If yes, provide the date of City Council, Board of Adjustment, or Design Review Board approval \_\_\_\_\_

[ ] [ ]

- 5. Is this project on land that is in the floodplain or requires an elevation certificate?

If yes, contact Planning at [zoningdesk@ci.missoula.mt.us](mailto:zoningdesk@ci.missoula.mt.us).

[ ] [ ]

- 6. Is the grade on any portion of the lot greater than or equal to 5%?

If yes, see Section E.1 below.

[ ] [ ]

- 7. Is the grade on any portion of the lot greater than or equal to 15%?

If yes, see Section E.2. below.

## C. SITE PLANS

Please show the following items on the site plan. If the item applies to the site plan, enter the page (PG. #) number where the item can be found (ex: water meter location – pg. 5) If the item is found on multiple pages, enter “Var.” N/A = not applicable.

PG. #

### General

\_\_\_\_\_

- 1. North Arrow.

\_\_\_\_\_

- 2. Scale (ex: 1” = 20’) and dimension leaders. Provide dimensions from building exterior walls, projections, and stairs or balconies to property lines and other structures.

3. Boundaries and dimensions of property and property corners identified and in accordance with filed plat.
4. Label streets, cross streets and alleys. Existing and proposed structures with distances to property lines and adjacent buildings noted.
5. Proposed and existing boulevards or right of way. Installation and maintenance of boulevard landscaping requires a separate permit from Parks and Recreation ([Missoula Municipal Code \(MMC\) 12.48 and 12.32](#)). ([Permit Link](#))

**Note:** The approval of a boulevard landscaping permit is required prior to building permit approval. Boulevard landscaping must be installed prior to Certificate of Occupancy.

**Note:** See [City of Missoula Urban Forestry Resource](#) Page for the Approved Street Tree List, Tree Planting Standards, Missoula Parks and Recreation Design Manual, etc.

6. Types of existing and proposed structures including primary dwelling units, garages, carports, sheds, etc.
7. Distance from property line to curb or edge of street (no reversed plans accepted).
8. Existing and proposed Right of Way improvements, including but not limited to: curbs, sidewalks, driveways, curb cuts, and indicate if parking is paved, asphalt / concrete, or unpaved gravel as per [MMC 12.10.110](#). Label all items as existing or proposed on site plan.
9. Location, size, and type of existing and/or proposed easements including but not limited to: private and/or public access, utility, etc. (structures are not permitted in easements).
10. Indicate if the property is adjacent to parks, open space or public trails.
11. Existing and proposed landscaping, including calculations and plant schedules in accordance with the applicable sections of [MMC 20.65](#).
12. Location and calculations of activity area for multi-dwelling developments with ten (10) or more dwelling units, in accordance with [MMC 20.65.020.C](#), and approval of activity area from Parks & Recreation
13. Location of required off-street parking and parking calculations that specify number of required, existing, and proposed spaces in accordance with [MMC 12.17.010](#) and [MMC 20.60](#)
  - a. Provide and show required 'Snow Storage Area(s)' per [MMC 12.17.060.I](#).
14. Location, dimensions, and details of required short-term and long-term bicycle parking spaces and bicycle parking calculations in accordance with [MMC 12.17.060](#) and [MMC 20.60.090](#).
15. On site pedestrian access in accordance with [MMC 12.17.060.J](#) and [MMC 20.40.090.C](#).
  - a. Provide and show on-site connectivity to mail/postal facilities and trash facilities per [MMC 12.17.060.J](#).
16. Location(s) of proposed and/or existing water service line(s). Enter water line size: \_\_\_\_ ([Standard Drawing \(STD\) 404A, 404B](#))
17. Location(s) of water meter. Note: Min. residential water meter size is ¾". Enter water meter size: \_\_\_\_\_. If on well, label line size on site plan. ([STD-404A, 404B](#))
18. Location of proposed and/or existing curb box(s) in the right-of-way and Water Meter pit inside the property line per [Missoula City Public Works Standards & Specifications \(MCPWSS\) 4.3.9 and 4.3.10](#). ([STD-404A, 404B](#))

**Note:** Curb box is a water shutoff valve.

19. Location(s) and size(s) of proposed and/or existing sewer service line(s), drain field, or STEP system. ([STD-520](#))
20. Location(s) of proposed and/or existing dry utilities including power, gas, fiber, etc.
21. Location(s) of proposed and/or existing roof drains and drainage pathways.
22. Show or explain how all storm water will be retained on site. ([MCPWSS 6.2.1.I](#))
23. Location(s), type, and height of proposed and/or existing fences. New fences require a separate fence permit. ([MMC 12.31](#)) ([Fence Permit Application](#))
24. Location(s), type, and height of proposed and/or existing signs. New signs require a separate sign permit. ([MMC 20.75](#))
25. Construction shoring – location and type.

**Note:** Shoring is required if within 4 ft. of property line.

26. Swimming pools – require a separate permit. Show drain line, size, location and connection.
27. Retaining walls. Walls exceeding 4 feet in height or supporting a surcharge require a stamped design. Height is measured from bottom of footing to the top of wall.

## D. BUILDING PLANS

**Please show the following applicable items on the building plans:**

*(Note: This may not be an exhaustive list; additional information for engineering may be required)*

PG. #

### **General**

1. Scale (ex: 1" = 20') or dimension leaders.
2. List structural design criteria and code cycle as applicable (Wind: 90mph min, Seismic: D, Snow: 30 psf, Soil pressure is assumed at 2000 psf (*soil conditions of individual sites may vary*)).
3. Provide building construction type, occupancy classification and occupant load.
4. Provide area calculations on cover sheet; list the floor area of each dwelling unit, garage, storage or accessory use floor area, and covered porch area.
  - a. For additions, list the total area(s) of the *existing* floor(s)/garage(s)/covered porch(es) and list the additional *new* area of the proposed addition.
  - b. Provide total building area. If allowable area frontage increases are used, provide calculations. Open space used for frontage calculations shall be accessed from a street or approved fire lane
5. Stamped architectural, structural framing, and foundation floorplans
  - a. Storage area identification and dimensions in accordance with [MMC 20.40.090.E.3](#).
  - b. Ground floor building entry dimensions in accordance with [MMC 20.40.090.E.1](#).
  - c. For remodels, clearly indicate what is existing and proposed.
6. Garages and carports  
Attached \_\_\_\_\_ Detached \_\_\_\_\_ # of buildings on-site \_\_\_\_\_

**Note:** Separate permits are required for each detached structure. Zoning compliance permits are required for structures up to 200 square feet, and building permits are required for structures over 120 square feet.

7. Exterior elevations
  - a. Include the height of each elevation. See [MMC 20.110.060.A](#) for how to measure building height.
  - b. Show existing and proposed grade on elevation drawings.
  - c. Glazing calculations for street-facing facades in accordance with [MMC 20.40.090.E.2](#).
  - d. For remodels, clearly indicate what is existing and proposed.
  - e. Show exterior wall opening area as a percentage of the wall area when allowable area of openings is restricted by building code – Typically at less than 30' to FSD line.
8. Energy code compliance information.
  - a. Envelope: Demonstrate compliance using minimum [prescriptive insulation values](#) or submit a [RES/COMCheck](#) (Upload PDF report to the permit as an additional document).
9. Narrative list or indication of at least three (3) of the six (6) required “Other Design Features” for multi-dwelling buildings described in [MMC 20.40.090.E.4](#).
10. If a [multi-dwelling house](#), provide the length of the front façade in accordance with [MMC 20.40.100.B](#).
11. If Design Excellence project, provide all measurements and calculations demonstrating compliance with Design Excellence standards approved during Design Excellence Review.
12. Indicate whether a fire sprinkler system is provided and the type of system.
  - a. Identify where provided. Show location of Fire Department Connection (FDC).
13. Provide rated assembly details for occupancy separations, rated exterior walls, shaft enclosures, fire walls, door ratings, etc.
14. If the site has multiple R-2 dwelling units meeting the trigger for Type A unit requirements, detail project compliance. Identify Type B and Type A units on the floor plans.

## E. GRADING, DRAINAGE, AND HILLSIDE STANDARDS

**1. Please show the following for lots with a grade between 5% and 15%. This information can be shown on a separate site plan. Enter the page number where the item can be found.**

PG. #

1. Existing and finished ground elevations at all building corners.
2. Spot elevations for driveway at street, garage floor and sea level elevation for one building corner. Show proposed driveway grade.

**Note:** Maximum driveway grade = 8%
3. Use shading or crosshatch to indicate location of cut and fill and proposed slopes in excess of 2:1.
4. Existing and proposed drainage structures and flow lines.
5. Retaining walls including height and location (maximum height of 6' above grade). Retaining walls that are greater than or equal to 4' in height (measured from bottom-of-footing to top-

of-wall) require a building permit and must be designed by a qualified engineer. Retaining walls of any height supporting a surcharge require a permit.

- Existing and proposed contours of not more than one-foot (1') intervals for the entire lot per [MCPWSS 6.2.2](#).

**2. Please show the following for lots with grades greater than or equal to 15%. Plans must be prepared by a professional engineer, licensed land surveyor, or licensed architect:**

PG. #

- A slope analysis on a topographic map with contour intervals of 1 foot.
- Existing and proposed contours of not more than one-foot (1') intervals for the entire lot per [MCPWSS 6.2.2](#).
- Protected ridgelines, as shown on the [City of Missoula Ridgeline Map](#).
- Proposed erosion control and slope stabilization techniques per [MCPWSS 8.2](#).
- Surface hydrological conditions including natural drainage courses, streams, floodplains, wetlands and ponding areas.
- Location and types of significant vegetation including known rare and endangered plant species and general plant communities.
- Habitat areas for rare or endangered animal species.
- Proposed building and disturbance area.
- Existing grade, finished grade, and foundation depth on building elevations.
- Grading treatments - use shading or crosshatch to indicate location of cut and fill.
- Driveways and other vehicular and pedestrian circulation routes.
- Retaining walls shall be in accordance with [MMC 20.50.010.G](#) and an engineered design shall be provided where the wall exceeds 4' from bottom-of-footing to top-of-wall. These require a separate building permit.
- Clearly hatch/ indicate all slopes >33.3% (3:1) located on or adjacent to the lot.
  - Where a lot is located on or adjacent to a slope >33.3%, the proposed structure shall clearly demonstrate compliance with [International Building Code \(IBC\) Section 1808.7](#).
  - Exception: [IBC Section 1808.7.5](#) allows for alternate setbacks and clearances where a geotechnical report demonstrating compliance with [IBC 1803.5.10](#) is provided.
- Dimensions of building wall elements in accordance with [MMC 20.50.010.L.2](#)

***By submitting this documentation, I hereby attest that the information submitted on this document, site plan, and any other building permit related documents are true and accurate. By submitting this documentation, I understand that any inaccurate or incomplete submittals will likely extend the review and approval time of my building permit.***

Name: \_\_\_\_\_ Date of Submittal/Revision: \_\_\_\_\_