**City of Glasgow, Montana**

Public Works / Building Codes Department
319 3rd Street South
Glasgow, Montana 59230(406) 228-2476
Email: cogdpw@gmail.com

# General Information for Building Permit Applications

**The City of Glasgow Public Works Department issues building permits for following types of construction on both residential and commercial properties:**

- -New construction of residential homes or commercial buildings.
- -Roofing when any structural members are altered or complete roof systems are removed and new installed.
- -Home or building additions (this includes additions to accessory buildings or garages.)
- -New construction of detached or attached garages, including carports.
- -Decks over 2 feet off of the surrounding ground.
- -Any structural alterations such as interior or exterior walls additions or removals.
- -Accessory buildings or sheds in excess of 120 square feet (10'x12')

**Types of construction and/or activities that do not require a building permit are:**

- Detached accessory buildings or sheds that are 120 square feet or smaller (10'x12').
- Roofing projects that 're-roof' over an existing roof system, however note that only **three layers of roofing may be applied to ANY roof** *before it must be stripped and roofed new on the existing roof sheathing* (if the existing roof sheathing is structurally sound.) In the event that the existing roof sheathing is not structurally sound and structural members need to be replaced, a building permit ***will*** need to be issued.
- Painting/wall papering/trim work.
- Siding, window or door replacement, as long as framing members are not altered.

**Types of required permits for work within the city limits of Glasgow Montana:**

- Building Permits are issued by the City of Glasgow for all new residential and commercial structures including alterations and additions of existing structures if the activity is not listed in the previous section.
- Fences Permits are now required effective July 15, 2015 via Ordinance No. 953*
- The City of Glasgow also issues plumbing/mechanical permits. These are typically issued along with Building Permits in the case of a new structure. A mechanical permit is required to have any gas hooked up to a residential or commercial building.
- The City of Glasgow issues Street Cut Permits for any excavation and or openings in City of Glasgow Streets. Street Cut Permits are required in addition to any plumbing, mechanical, or building permits issued for a project.
- The City of Glasgow does not issues Electrical or Plumbing Permits. However, electrical permits <u>are required for all residential and commercial structures in the City of Glasgow</u>. Electrical and Plumbing permits are obtained from the State of Montana Business Standards Division.

*Fence regulations: Please inquire for information regarding fence installations in another public information sheet.

# Building Permit Application Instructions

**The City of Glasgow Public Works Department will only process building permit applications which are *filled out completely in a neat and legible manner, with all necessary information*. Permits that are submitted incomplete will be returned to the applicant for additional preparation**

- The owner or contractor of a project must complete a Building Permit Application which accurately depicts the position of the structure and the manner of construction for the project.

- The required drawings to accompany a building permit application are:
  1) Plot plan (and or site plan)
  2) Construction plan or more commonly called a floor plan
  3) Elevations
  4) Typical cross sections or wall sections (multiple cross sections may be required depending on the complexity of the project. For example; for a simple detached garage, one typical cross section will generally suffice, however, for a residential house, usually at least 2 cross section of different wall / roof sections will be required, and for a commercial building structure, multiple cross sections will be required.)
  Examples of these drawings are included in the Building Permit Application if you are not familiar with the requirements. Depending on the complexity and size of a structure, many more drawings and/or details may be required.

- All building designs and plans must adhere to the following codes: 2018 International Residential Code, 2018 International Building Code, 2018 International Mechanical Code, 2018 International Existing Building Code, 2018 International Fuel Gas Code, 2018 International Swimming Pool and Spa Code, 2012 International Energy Code, and the 2018 Uniform Plumbing Code. Other codes may apply as well as local zoning codes. Codes are periodically updated and revised, please contact the Department of Public Works if you have any questions or are uncertain as to what codes apply to your project.

- The following number of sets of plans must be submitted for review along with the application:
  - Residential new construction: **3ea.complete set of plans**
  - Residential remodel construction: **2ea. complete sets of plans (this includes garages)**
  - Commercial new construction: **3 ea. complete sets of plans**
  - Commercial remodel: **3 ea. complete set of plans**

- Please fill out the Building Permit Application and submit the application and your plans to:

  City of Glasgow, Department of Public Works
  Building Codes
  319 3rd Street South
  Glasgow, Montana 59230

  Electronic Submissions may be sent to: cog.dpw@gmail.com

**Listed below are a number of important general facts to consider when planning a building project in the City of Glasgow. While not intended to address *all* issues concerning building projects, the following list does address some of the more common requirements of building within the city limits.**

- Offset requirements: All offset requirements are considered from the wall in relation to the property line. All structures built in every zoning district (this includes garages and accessory buildings) have certain set back limits or distances from the property line in the front, sides and back that must be met. If the property has access from an alley for a garage, the set back limit from the structure to the edge of the alley is 20 feet. This is necessary in order to park a vehicle *out of* the travel lane of the alley. These offset limits are hard numbers adopted by the City of Glasgow under Zoning Code and are non-negotiable. Please check with the department to determine the actual set back requirements for the zoning district in which you intend to build.

- *NEW* AS OF JULY 27, 2020 ORDINANCE NO. 966 IS ACTIVE. **Ordinance 966** requires that all new building projects as well as projects that modify the existing foot print of a structure must have the property pins established and clearly visible. As of this date, no Building Permit is to be issued until the Building Inspector witnesses the property pins marked in place on the property. **If you cannot find your pins, you must have a Licensed Surveyor establish your property pins prior to applying for a Building Permit.**

- Please note that not all lots are equal! If you happen to be developing an odd shaped lot, or are already built on an odd shaped lot, the offset limits pertain to all property in the city limits. Dealing with the challenges of an odd shaped lot does not justify special treatment or allow for property owners to 'push the limits' of the community accepted codes.

- Garage Size: The allotted size of garage that a property owner can have in the city limits is based on the size of the lot, i.e. 7,000 square feet of lot allows for 1,000 square feet of residential garage. 7,000 to 10,000 square feet of lot allows for up to 1,200 square feet of residential garage. Over 10,000 square feet of lot (must be contiguous if on more than one lot) allows for a maximum residential garage size of 1,600 square feet.

- Firewall requirement: If a detached garage is closer than 10 feet to a residential or commercial building then it is considered attached and must have a firewall facing the building. A firewall must not have any windows, the door must either solid wood or steel with no window lights, and the interior wall must be covered with 5/8" sheetrock.

- All commercial plans for public buildings must be wet stamped (each set of plans submitted must be original stamped) by a Montana licensed architect or engineer.

- The establishment of property lines is the responsibility of the property owner, not the City of Glasgow. A property owner can contact a private registered land surveyor that will survey property, establish property pins, and file a survey on the property owner's behalf if necessary. It is critical that property pin locations be known so that offset requirements are met.

- Amount of time required to obtain a Building Permit: The DPW establishes priorities on a first-come, first served basis. Depending on the projects already under review, a minor residential renovation project or a typical detached accessory building project can be reviewed in 4 to 7 working days. Minor commercial projects typically take 2-4 weeks for review. Major commercial projects typically take 3-6 weeks for review. No matter what size your project is-please do not wait to turn in your application in until you are ready to start construction, or you will be delayed!

- Plans cannot be expedited: There are seldom instances where an applicant is not in a hurry to begin construction! Plans are reviewed for each project by the order in which they are received. Expediting any permit would necessitate delaying another, which would not be fair. The best way to expedite your permit is to begin the process early and submit a quality set of plans with complete and detailed information well in advance of when you would like to start your project.

- If your project is not in the jurisdiction of the City of Glasgow: The State of Montana Building Codes Bureau covers building projects in Valley County. Please contact the State Building Inspector at (406) 439-2809

- The City of Glasgow Public Works Department is always open to architects, designers, contractors, and home owners who would like to discuss their proposed project as well as the finer detail(s) of their project prior to plan submittal and review. Please contact the Department of Public Works at (406) 228-2476 ext.4.

- Any and all building projects that may be located within the designated **500 feet Critical Zone of the Glasgow, Cherry Creek, Milk River Levee** that surrounds a most of the south side of Glasgow require review by the United States Army Corps of Engineers (USACE). This mandatory review is in addition to the City's Building Permit Review. While review often can occur concurrently, by both the city and the USACE, it is important to understand that the USACE review may take considerable more time than the city's building code review. It is advised to submit proposed projects for review several months in advance if located in the Levee Critical Zone, as the City of Glasgow cannot issue an approved building permit until the USACE has reviewed and their concerns or recommendations are addressed in the approved building permit.

The City of Glasgow is a 'Certified City Building Program.' The Certified Building Program is a local jurisdictional building program administered through the State of Montana Department of Labor and Industry, Building Codes Bureau, and the City of Glasgow. As a Certified City Building Program, the City of Glasgow must adhere to the following rules concerning the requirements for use of Engineering and Architectural Firms and the designing of buildings as well as the renovation of existing buildings.

When is a design professional (engineer/architect) required?

Design professionals, which include both architects and engineers, play an important role in the code enforcement/compliance process. The designs and analysis provided by these professionals is a valuable tool to the Bureau's plan review and inspection staff in determining whether compliance with the state adopted building code has been met. The main objective of Bureau is the building's compliance with the code and therefore providing a level of safety to the building's owners, employees, and members of the public who work in or use the building.

Under many circumstances the state adopted building code requires the building permit applicant to submit drawings and/or analysis from a Montana licenses design professional in order to be in compliance with some provisions of the code. The building official will determine when the use of a design professional is required. Generally a Montana licenses design professional is required for:

1) Buildings that are publicly owned
2) Buildings that do not meet the conventional light-frame construction provisions of the code.
3) Buildings where the footing or foundation system does not comply with the building code or if the footing/foundation system is less than three (3) feet from the bottom of the footing to grade for single story buildings or four (4) feet for multistory buildings.
4) Buildings that are subject to moderate to severe snow and/or seismic environmental loads requiring engineering analysis.
5) Fire protection system design concept adequate for shop drawing preparation by others.
6) Buildings or submitted drawings of the buildings where the building official determines additional design or analysis by a Montana licenses design professional is required due to complications regarding the submitted design of the building.

In addition to providing crucial information in the code compliance process many other advantages are available to owners who choose to utilize a design professional for their project. Reduced permitting time, cost savings resulting from efficient space planning and/or appropriate sizing or use of materials and clear, concise presentation of the project through drawings and specifications resulting in more efficient bidding from contractors are some of the possible additional advantages of utilizing a design professional for your project.
This representation is for compliance with the state adopted building code and Bureau rules only and is not intended to address when a licensed engineer or architect must be used for design services based on state licensing laws.

For additional information on design professionals you can contact the Board of Architects, www.architect.mt.gov, or the Board of Professional Engineers and Professional Land Surveyors, www.engineer.mt.gov.

****Please note that by having one component of a building system stamped by a design professional does NOT fulfill the code requirement and is not intended to address the need for professional design services. In other words; if a builder or owner submits plans for a commercial building, open to the public, that has a truss plan stamped by the designer of the truss system – that single component does not satisfy the requirement that the facility was designed by an architect. That scenario only guarantees that truss system has been designed professionally, not the whole structure! The same applies to mechanical and equipment components. For example; an elevator supplier may provide a stamp on their plans to support their mechanical equipment (frame work that is part of their package unit) but it is not intended to cover the design criteria required to modify the structure that accommodates their equipment.****

# APPLICATION FOR BUILDING PERMIT
# CITY OF GLASGOW, MONTANA
# DIRECTOR OF PUBLIC WORKS (406) 228-2476

DATE: _____

Application is hereby made for permit to erect/alter a structure as described herein or shown in accompanying plans and specifications, which structure is to be located as shown on the accompanying plot plan. The information which follows and accompanying plans and specifications with the representative therein contained are made a part of this application, in reliance upon which the Building Inspector is requested to issue a building permit.

OWNER_____
ADDRESS: _____PHONE:_____
CONTRACTOR: _____
ADDRESS: _____PHONE:_____
ARCHITECT/ENGINEER: _____
ADDRESS: _____PHONE:_____

CLASS OF WORK: NEW_____ ADDITION_____ ALTERATION_____
REPAIR_____ MOBILE HOME_____

**LEGAL DESCRIPTION:**
STREET ADDRESS (FOR EXISTING STRUCTURES) _____
LOT_____ BLOCK_____ SUBDIVISION_____
LOCATION IN ZONING DISTRICT_____
TYPE OF BUILDING_____
NUMBER OF OFF STREET PARKING SPACES PROVIDED_____
CHANGE OF OCCUPANCY FROM _____TO_____OCCUPANCY
**VALUATION OF WORK**:$_____NO. OF FAMILY UNITS: _____

**TYPE OF CONSTRUCTION:**
FOUNDATION: _____
EXTERIOR WALLS: _____
ROOF: _____
INTERIOR WALLS: _____

**CONSTRUCTION OR ALTERATION TO CONSIST OF THE FOLLOWING:**

_____
_____
_____
_____

**EXTERIOR ELEVATIONS:**

1) Front, rear, and both side elevations and elevations of any interior court

2) Windows and doors; indicate size unless separately scheduled or shown on floor plan

3) Wall finishes materials

4) Depth of wall footing, foundation or piers

5) Finish floor lines

6) Finish grade lines at buildings

**DETAILS AND SECTIONS:**

1) Section through exterior wall showing all details or construction from footings to highest point of roof, including door and window headers

2) Section through stair wells, landing, and stairs, including headroom clearances and surrounding framing

3) Details of roof trusses if proposed, including connections and stress of test data

4) Elevation and section through fireplace, if any

5) Sections and details of all critical construction points or special structural items

**- CERTIFICATION-**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

It is understood and agreed by this applicant that any error, mis-statement or misrepresentation of material fact or expression of material fact, either with or without intention on the part of this applicant, such as might or would, operate to cause a refusal of this application, or any material alteration or change in the accompanying plans, specifications or structure made subsequent to the issuance of a permit in accordance with this application, without the approval of the Director of Public Works shall constitute sufficient ground for the revocation of such permit.

_____ _____

Signature of Contractor Date

_____ _____

Signature of Owner Date

# NOTICE

**Separate permits are required for electrical, plumbing, heating, ventilating or air conditioning. The City of Glasgow covers Building Permits and Mechanical Permits; the State of Montana issues plumbing and electrical plans for work in the city.**

**Minimum of TWO** sets of plans must be submitted with any application for permit.

**PLOT PLAN:**

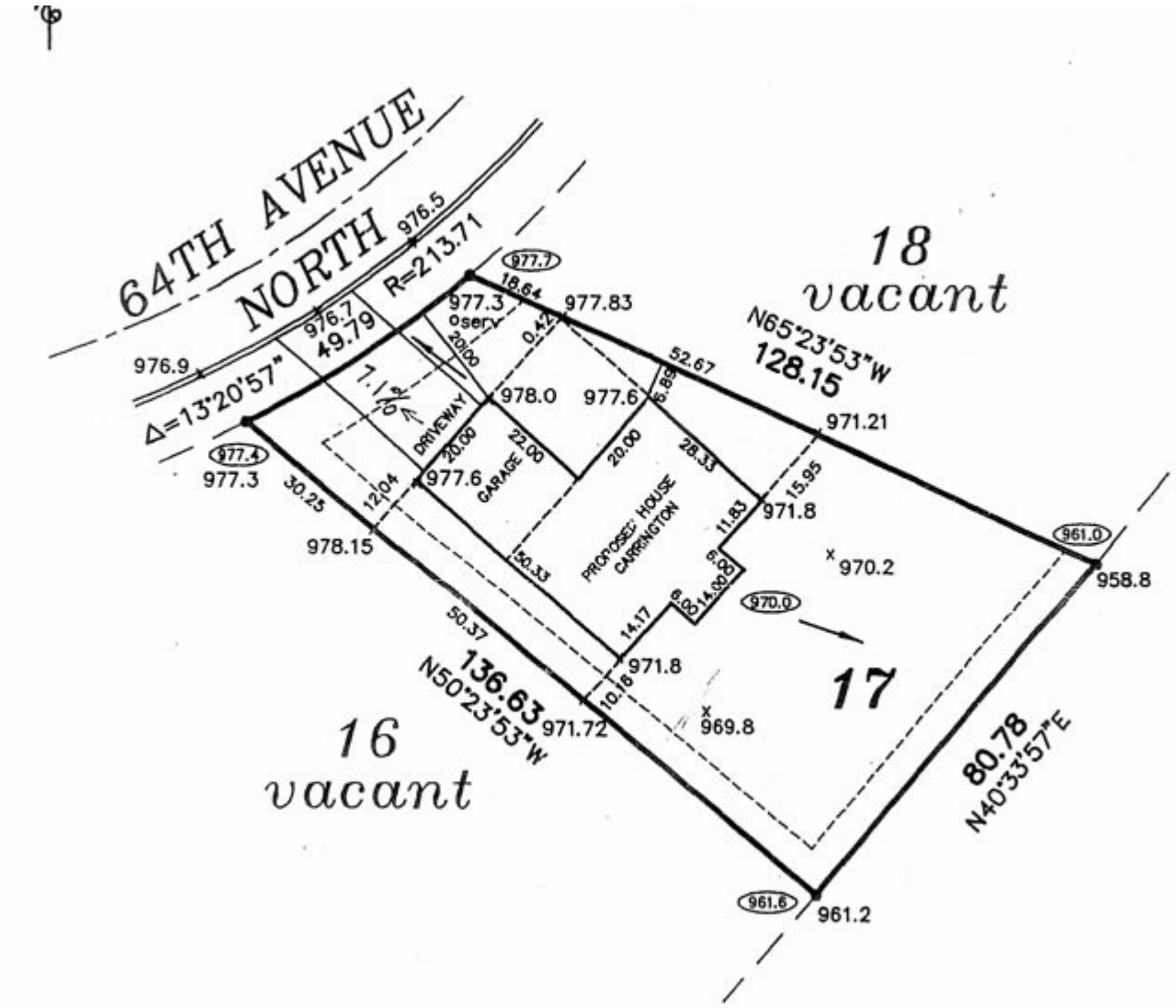
1) Shall be drawn to a scale of not less than ¼ inch = 1 foot
2) Dimensions of plot and north point
3) Dimensions of front, rear, and side yards
4) Location of walks, driveway approaches, and parking lots
5) Location of steps, terraces, porches, fences, and retaining walls
6) Location and dimensions of easements and established setback requirements (if any)
7) Indicate grading and drainage of the lot
8) Show all elevations that may be necessary to show grading and drainage

**CONSTRUCTION PLANS:**

1) Shall be drawn not less than ¼ inch = 1 foot for residential and 1/8 inch = 1 foot per commercial structures
2) Floor plan of each floor and basement if any
3) If dwelling is crawl space type, provide separate foundation plan. Slab type foundation may be shown on sections.
4) Direction, size and spacing of all floor and ceiling framing members, girders, columns and piers
5) Location and size of all permanently installed construction and equipments such as kitchen cabinets, closets, storage shelving, plumbing fixtures, water heaters, etc.
6) Location and symbols of all electrical equipments, including switches outlets, fixtures, etc.
7) Heating and cooling system, or separate drawing or as part of floor or basement plan showing:

   a) Layout of system
   b) Location and size of ducts, piping, registers, etc.
   c) Location of heating unit and room thermostat
   d) Total calculated heat loss of dwelling including heat loss through all vertical surfaces, ceiling and floor. When a duct or piped distribution system is used, calculated heat loss of each heated space.

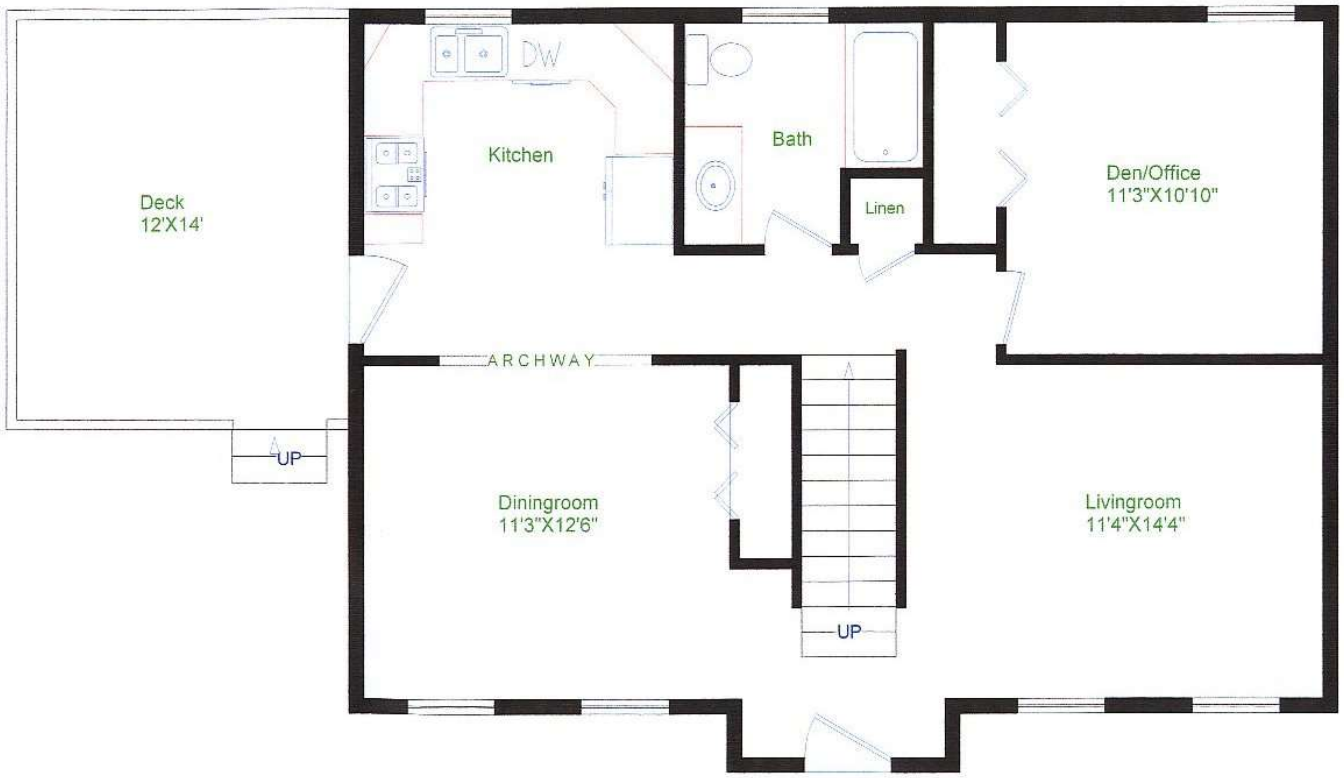
## EXAMPLE OF A PLOT PLAN




- Show existing structure(s) in relation to property lines & street
- Show proposed construction in relation to existing structures and property
- Dimension structures, property lines, and show set backs
- Show driveway(s) and walkway(s) existing and proposed
- Label with name and property address

## EXAMPLE OF A FLOOR PLAN

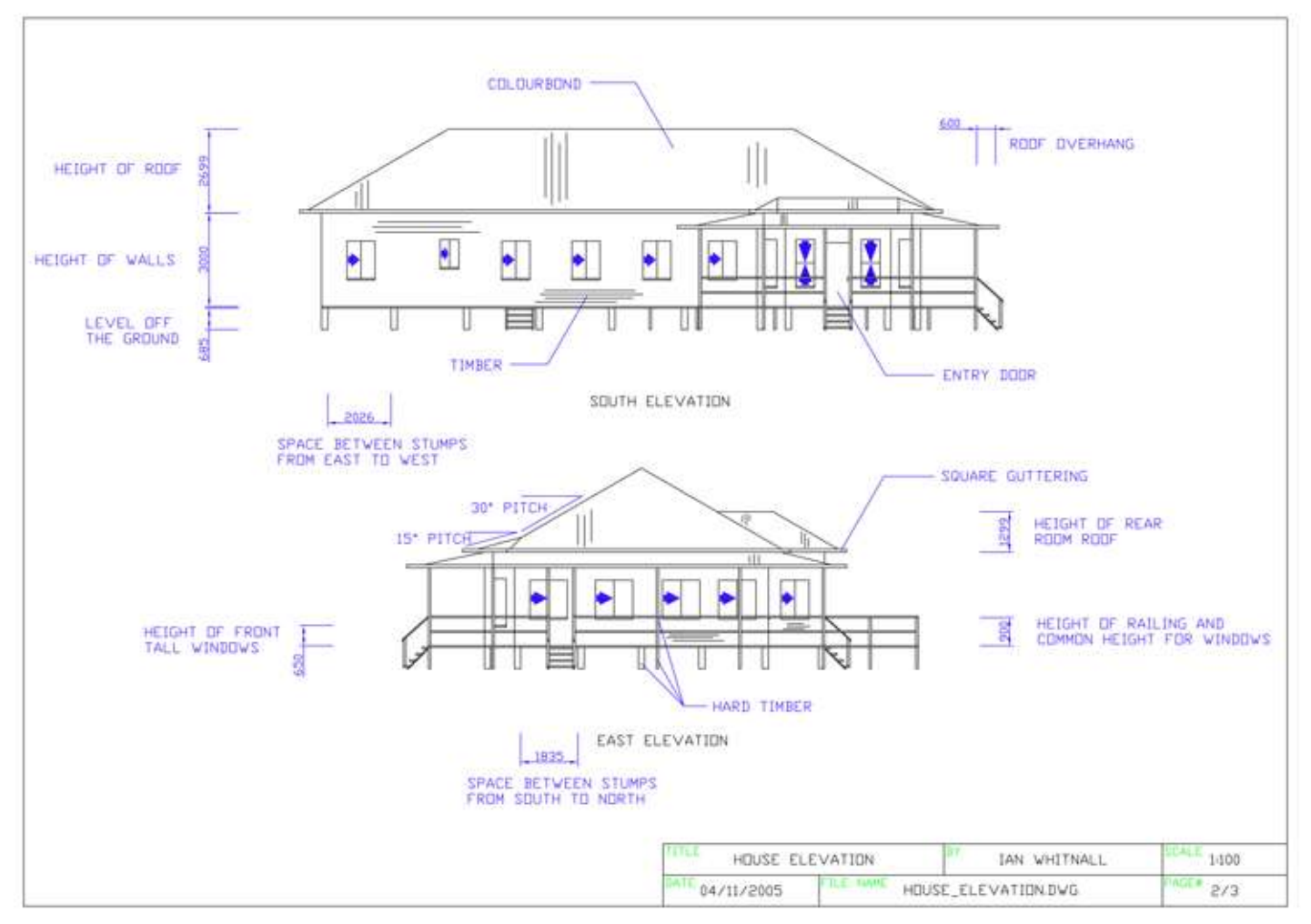
A dimensioned floor plan should show the interior and exterior walls, opening location and size, operating windows, door swings, door hardware, room or area uses, exit sign locations, and handicapped toilet rooms. In addition, the floor plan should identify the use of each room or area of the building, with a list of materials or supplies to be used or stored, and a description of any product to be manufactured or service to be performed.




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

- Dimension structure(s), over-all dimensions and typical window and door dimensions (Do a separate floor plan for each proposed floor)
- Show decks and porches (proposed & existing)
- Show cabinets, and fixed appliances if applicable
- Label with name and property address

## EXAMPLE OF AN ELEVATION



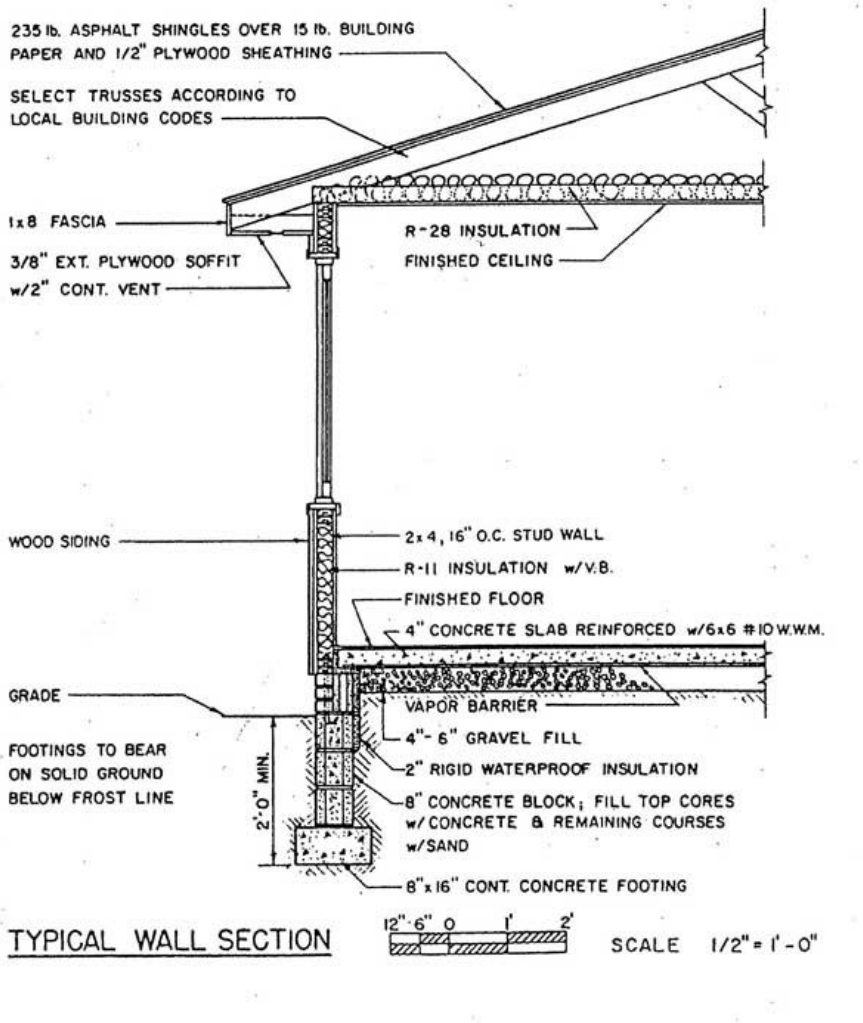

- Show existing structure(s) AND proposed if they tie together
- Show roof lines, spell out pitches
- Dimension structure(s), over-all dimensions and typical window and door height
- Show decks and porches (proposed and existing)
- Label with name and property address

Elevation drawings are side views of a structure and should show the height of the building and all exterior details such as overhangs, windows, doors, and porches or attached decks. The elevation drawings for symmetrical buildings may be two simple views (front & side). However, more complicated structures with different side dimensions may require all 4 views.

## CROSS SECTION DRAWINGS

Cross-section drawings should show the building from the bottom of the footing to the roof. Cross-section drawings should also show attachment of the building to the foundation, attachment of the roof to the walls and any other attachments that may be used in the building. Construction materials, including size and spacing used, should be shown on the cross-section drawing.

***EXAMPLE:***




- Submitted roof truss diagrams must bear the seal of a registered professional engineer, licensed to practice in the State of Montana. It is advisable to use manufactured roof trusses where possible.

- Building insulation "R" values should be shown on either the floor plan or cross section drawing.

- Please clearly label all internal components in the cross section. Be sure to label or call out all specialty connections, joist hangers, anchor bolts, H-clips, or Simpson Connectors, etc on the cross sections and framing plans.