



For Office Use only
Permit # _____
Valuation: \$ _____
Fee: \$ _____

**RICHLAND COUNTY BUILDING INSPECTION DIVISION
BUILDING PERMIT APPLICATION**

This APPLICATION is to be completed for all development proposals which need building permits. This APPLICATION must be completed and approved by the appropriate authorities prior to building permit issuance. All blanks must be completed. Applications will not be accepted without all signatures and approval.

ONLY 1 STRUCTURE CAN BE BUILT PER PERMIT.

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

It is understood and agreed by this applicant that any error, misstatement, or misrepresentation, either with or without intention made by the applicant may cause a refusal of this application. Any material alteration or change in the accompanying plans, specifications or structure made after issuance of the permit, without the approval of the Building Inspector, shall constitute sufficient ground for the revocation of the permit.

The issuance or granting of a permit or approval of plans, specifications and computations shall not be constructed in violation of the building codes, ordinances, or laws adopted by the state of Montana, the County of Richland, the Federal Government or any of their agencies. The applicant also consents to provide entry to inspectors as set forth in the building code and to request inspections as required. All material, drawings, or documents submitted for this permit become public record and may be released to the public.

_____ **COMMERCIAL** **OR** _____ **RESIDENTIAL**
AGRICULTURAL STRUCTURES DO NOT REQUIRE A BUILDING PERMIT

CLASS OF WORK: _____ NEW, _____ ADDITION, _____ SIGN, _____ MOBILE HOME, _____ REPAIR,
_____ REMODEL, _____ FENCE – MAXIMUM HEIGHT _____

SCOPE OF WORK: _____

PROJECT OR BUSINESS NAME: _____

SITE ADDRESS: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____

PROPERTY OWNER'S NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

LEGAL DESCRIPTION:

QUARTER SECTION: _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____

OR ATTACHMENT

This portion will be filled out with the building inspector.

OCCUPANCY LOAD: _____ OCCUPANCY GROUP: _____

BUILDING CONSTRUCTION TYPE: _____ (I, II, III, IV, And V) _____ (A or B)

GENERAL CONTRACTOR: _____ PHONE: _____

WATER HOOK-UP _____ SEWER HOOK-UP: _____ NUMBER OF BATHROOMS: _____

PAVING OR PARKING LOT REQUIRED: ___ YES ___ NO OFF STREET PARKING: ___ YES ___ NO

IS THIS STRUCTURE IN A FLOOD ZONE: ___ YES ___ NO **If YES the plans MUST be reviewed by the local floodplain administrator.**

DISTANCE FROM PROPERTY LINES: _____ FRONT _____ REAR
_____ LEFT SIDE _____ RIGHT SIDE

VARIANCE: _____

SPECIAL PROVISIONS: _____

TYPE OF CONSTRUCTION: _____ HOW MANY FAMILY UNITS: _____

LOT SIZE: _____ FRAMING MATERIAL: _____

BUILDING SIZE: _____ BUILDING HEIGHT: _____

EXT. WALL: _____ ROOF: _____ FOUNDATION: _____

APPURTENANCES AND EQUIPMENT NOT INCLUDED IN THIS PERMIT: _____

IF THIS APPLICATION IS FOR A **RESIDENTIAL** BUILDING OR ALTERATIONS FOR RESIDENTIAL BUILDING PLEASE DRAW ON THE ATTACHED SHEET OF GRAPH PAPER OF THIS APPLICATION A DRAWING THAT INCLUDES (1) THE FRONTAGE ROAD WITH ROAD NAME/NUMBER, (2) DISTANCE FROM PROPERTY LINES TO THE STRUCTURE IF LESS THEN 50 FT, (3) DISTANCES FROM THE EXISTING PERMANENT STRUCTURES ON YOUR PROPERTY TO THE STRUCTURE BEING BUILT/ALTERED IF LESS THAN 50 FT, (4) A FLOOR PLAN OF THE STRUCTURE BEING BUILT/ALTERED WITH DIMENSIONS AND USE OF EACH ROOM OR AREA. **OR** IF YOU HAVE A FULL SET OF PLANS A COPY OF THOSE CAN BE SUBMITTED INSTEAD

IF THIS APPLICATION IS FOR A **COMMERCIAL** OR **MULTI-FAMILY** STRUCTURE PLEASE REFER TO THE SUBMITTAL CHECKLIST ON THE LAST SHEET OF THIS APPLICATION.

I, the applicant, certify and declare that I am either the owner or the authorized agent of the owner and that I have read and understand the above statements and have filled out the application to the best of my knowledge. I also understand that the below documents must be submitted before plan review will be done on this project.

Signature _____ **Print** _____ **Date** _____

For Your Information:

If you are altering or adding a sewer or water system you must contact the County Sanitarian.

County Sanitarian Office *Address: 1201 W Holly St. Ste. 5, Sidney* **Phone: 406-433-6876**

If you are adding access to a county road you must go to the County Public Works Department to receive an access permit.

Richland Public Works *Address: 2140 W Holly St., Sidney* **Phone: 406-433-2106**

If you are developing or building next to a ditch you must go to the Lower Yellowstone Irrigation Project to receive a letter of potential impacts of agricultural water user facilities.

Lower Yellowstone Irrigation Project *Address: 2327 Lincoln Ave SE, Sidney*
Phone: 406-433-1306

*****Please take to the needed departments to get their signatures of approval or disapproval*****
*****Please call before going into the needed departments to make sure you can get signatures*****

FOR DEPARTMENT USE ONLY BELOW THIS LINE

OFFICE OF THE COUNTY PLANNER APPROVED ___ DISAPPROVED ___
Address: 123 West Main Street, Sidney **Phone: 406-433-6886**

SIGNATURE: _____ **DATE:** _____
If disapproved, what is required to remedy the deficiency(ies)? _____

LOWER YELLOWSTONE IRRIGATION PROJECT APPROVED ___ DISAPPROVED ___
Address: 2327 Lincoln Ave SE, Sidney **Phone: 406-433-1306**

SIGNATURE: _____ **DATE:** _____
If disapproved, what is required to remedy the deficiency(ies)? _____

XX

_____ APPROVED _____ DISAPPROVED

I _____ as Building Inspector for Richland County do hereby certify that this application and the material provided does comply with the Richland County Building Permit requirements.

Signature: _____ Date: _____

**SUBMITTAL CHECKLIST IF SUBMITTING FOR A COMMERCIAL OR MULTIFAMILY
STRUCTURE**

Check the list below to make sure you have everything before turning in your plans. Making sure you have the following will save unnecessary delays in the review process.

IF SUBMITTING A PERMIT PLEASE INCLUDE THE FOLLOWING:

1. _____ ***1 Full set of plans per address***
(include site plan on each set). **Please include 1 reduced floor plan (no larger than 11x17, to be retained in permanent file)** Also to be shown on the plans are:
 - _____ Property Lines
 - _____ Street and alley right of ways
 - _____ Exterior dimensions of buildings
 - _____ Setbacks from the property lines to the building roof overhang.

 2. _____ ***1 Copy of the soils report***
(subdivision recommendations **OR** site specific soil reports) per address (May not be required for ALTERATIONS)

 3. _____ ***Drainage Plan***
(New construction **OR** expansion of commercial property must provide a storm runoff plan.)

 4. _____ ***Sanitary Sewer and Water Service***
Will this construction require a new water connection? _____
New water main tap? _____
Will this construction require a new sewer connection? _____
New sewer main tap? _____
List all plumbing fixtures included **OR** provide architectural drawing: _____

 5. _____ ***Solid Waste:***
NEW commercial and high density housing properties **MUST** provide an accessible and wind protected area for solid waste containers. **ALSO** a separate area for confining cardboard if necessary. **THESE FEATURES SHOULD BE SHOWN ON THE PLAT.**

 6. _____ ***Flood Plain***
Is this site located in a flood zone? _____
If **YES the plans **MUST** be reviewed by the local floodplain administrator.**

 7. _____ ***Lower Yellowstone Irrigation Project***
Is this site located within the LYIP district? (Located next to ditch) _____
If **YES the site layout plans **MUST** be reviewed by the LYIP.**
-

