

City of Conrad
413 S. Main St.
Conrad, MT 59425

Building Permit Checklist

- Complete Zoning and Building Permit Application.
- Complete Plot Plan.
- Read and Sign Validity of Permit/Disclaimer.
- Return above documents to the City office and pay required fees.
- Read Conrad City Code Title 4. Building Regulations, Chapter 1.

Approval times from the Building Inspector Keith Thaut may vary. Please call Keith at **(406) 271-5821** before construction begins on your project so inspections can be scheduled.

NUMBER: _____

ZONING AND BUILDING PERMIT APPLICATION

DATE: _____

Jurisdiction of Conrad

Issued By: _____

Applicant to complete numbered spaces only.

JOB ADDRESS					
1.	LEGAL DESCR.	LOT NO.	BLK TRACT (<input type="checkbox"/> SEE ATTACHED SHEET)		
2.	OWNER	MAIL ADDRESS	ZIP PHONE		
3.	CONTRACTOR	MAIL ADDRESS	PHONE LICENSE NO.		
4.	ARCHITECT & ENGINEER	MAIL ADDRESS	PHONE LICENSE NO.		
5.	USE OF BUILDING				
6.	Class of work: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> DEMOLITION				
7.	Describe work:				
8.	Change of use from				
	Change of use to				
9.	Valuation of work: \$				
<p>Validity of Permit: The issuance or grant or approval of plans and specifications shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. No permit presuming to give authority to violate or cancel the provisions of this code shall be valid.</p> <p>The issuance of permit based upon plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on thereunder when in violation of this code or of any other ordinances of this jurisdiction.</p> <p style="text-align: center;">NOTICE</p> <p>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING.</p> <p>THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 60 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.</p> <p>I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS 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.</p>		OFFICE USE ONLY			
		PLAN CHECK FEE		PERMIT FEE	
		Type of Construction	No. of Stories	Fire Sprinklers Required <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Size of Building (Total) Sq. Ft.	Use Zone		
		No. of Dwelling Units	Max. Occ. Load		
		Occupancy Group	OFF-STREET PARKING SPACES:		
		Special Approvals	Required	Received	Not Required
		ZONING			
		HEALTH DEPT.			
		FIRE DEPT.			
		PLANS			
		ELECTRICAL			
		PLUMBING			
		MECHANICAL			
Signature of Contractor or Authorized Agent		Date			

VOID AFTER SIXTY DAYS – NO REFUND upon construction commencement

Approved by Building Inspector

PLOT PLAN

NUMBER: _____

ADDRESS _____

PERMIT NO. _____

LEGAL
DESCRIPTION

LOT

BLK

ADDITION

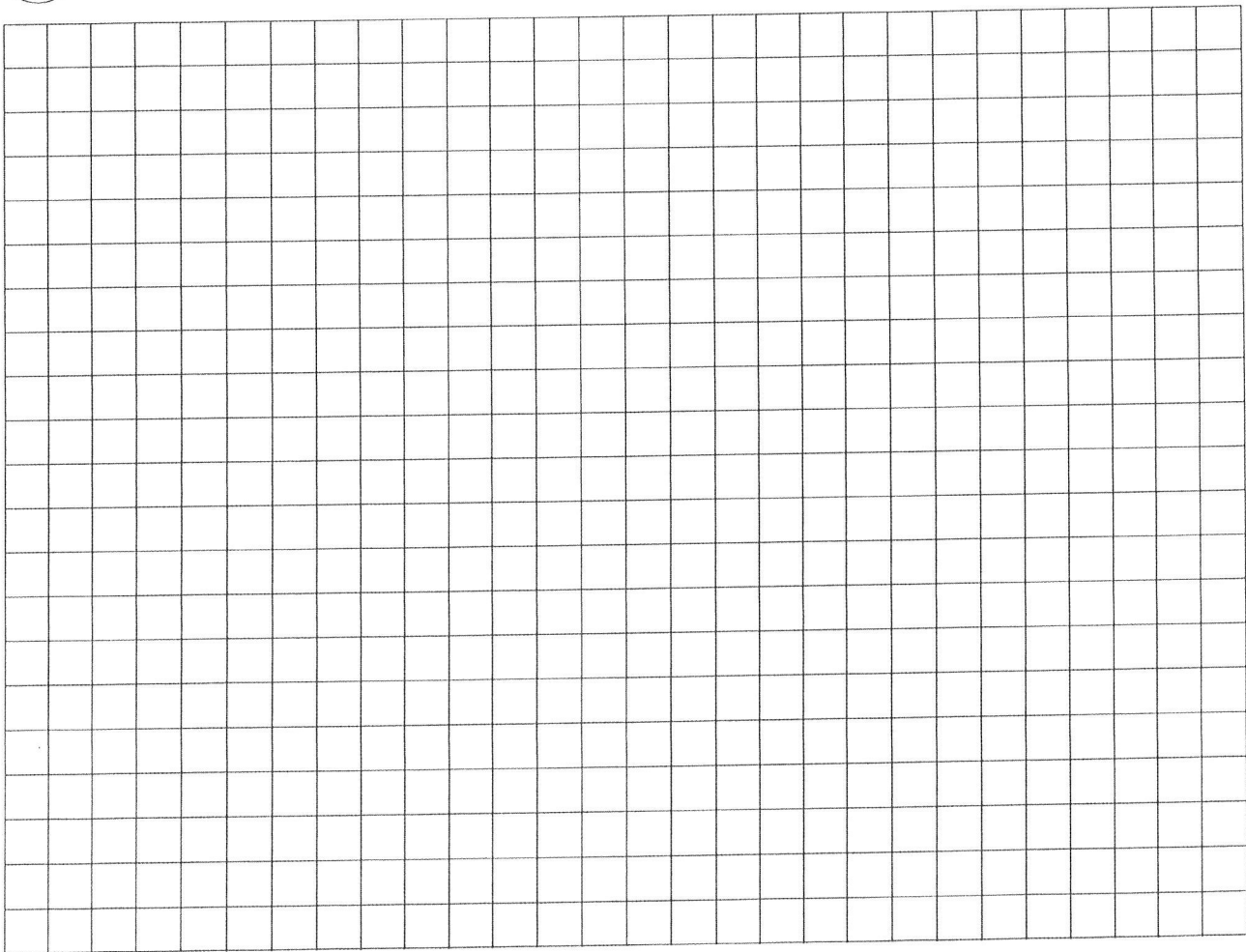
INSTRUCTIONS TO APPLICANT

FOR NEW BUILDINGS PROVIDE THE FOLLOWING INFORMATION IN THE SPACE BELOW:
LOCATION OF PROPOSED CONSTRUCTION AND EXISTING IMPROVEMENTS. SHOW BUILDING, SITE
AND SETBACK DIMENSIONS. SHOW EASEMENTS, FINISH CONTOURS OR DRAINAGE, FIRST FLOOR
ELEVATION, STREET ELEVATION AND SEWER SERVICE ELEVATION. SHOW LOCATION OF WATER, SEWER,
GAS AND ELECTRICAL SERVICE LINES. SHOW LOCATION OF SURVEY PINS AND SPECIFY THE USE OF
EACH BUILDING AND MAJOR PORTION THEREOF.



INDICATE NORTH IN CIRCLE

GRAPH SQUARES ARE 5' X 5' OR 1" = 20'



I/We certify that the proposed construction will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.

NAME(S) OF OWNER(S) OF SITE & STRUCTURE(S) (PRINT)

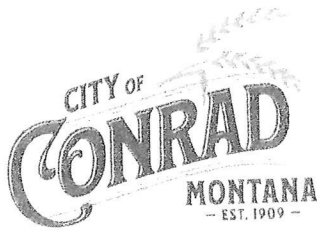
SIGNATURE OF OWNER(S) OR AUTHORIZED REPRESENTATIVE

DO NOT WRITE BELOW THIS LINE

APPROVED
AS NOTED

DATE

INSPECTOR



City of Conrad
413 S. Main St.
Conrad, MT 59425

Validity of Permit/Disclaimer

With his/her signature, the below signed Applicant/Owner acknowledges the City of Conrad does not control, direct, guide, oversee or approve the Contractor(s) or Subcontractor(s), their agents, employees or crew members in this or any construction process. Further, below signed Applicant/Owner acknowledges the issuance or granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for or an approval of a violation of any of the provisions of the International Building Code, Energy Conservation Code, International Mechanical Code, International Fuel Gas Piping Code, ICC 117.1 Accessibility Standards of Uniform Plumbing Code; the National Electrical Code; the City of Conrad Zoning and Sign Code, Conrad's Municipal Codes or any other ordinance of the City of Conrad. The Applicant/Owner has complete control over the construction process and is wholly responsible for the project's ultimate compliance with all applicable Codes and Ordinances.

The City of Conrad does not review or determine property location with specific regard to flood plains; cannot determine property lines and does not review for Federal ADA requirements.

No refunds will be given after 60 days of permit issuance or upon construction commencement, whichever occurs first.

Applicant/Owner

Date

TITLE 4

BUILDING REGULATIONS

CHAPTER 1

BUILDING CODES AND REGULATIONS

SECTION:

4-1-1: Adoption Of Codes

4-1-2: Building Permits

4-1-3: Plan Review

4-1-4: Inspections

4-1-5: Inspector Qualifications And Duties

4-1-6: Factory Built Buildings

4-1-7: Permit Fees

4-1-8: Territorial Application

4-1-9: Billboards

4-1-10: Board Of Appeals

4-1-11: Violations And Penalties

4-1-1: ADOPTION OF CODES:

A. Codes Adopted. Those certain codes known as "the state building code" (referred to in Mont. Code Ann. § 50-60-203 (2021)) are hereby adopted by the City of Conrad for the purpose of regulating buildings in the City of Conrad and protecting the health and safety of the City's citizenry, which codes consist of:

1. The International Building Code (hereinafter referred to as the "IBC"), 2021 Edition, as described in and amended by Administrative Rules of Montana (hereinafter referred to as "A.R.M.") 24.301.131.

2. The International Residential Code (hereinafter referred to as the "IRC"), 2021 Edition, as described in and amended by A.R.M. 24.301.154.

3. The International Energy Conservation Code (hereinafter referred to as the "IECC") 2021 Edition, as amended by A.R.M. 24.301.161.

4. The International Existing Building Code, 2021 Edition, as described in and amended by A.R.M. 24.301.171.

B. Codes Incorporated: These codes are hereby adopted and incorporated herein as if fully set out in their entirety herein.

C. Copy on File: One copy of each of the codes mentioned in subsection A of this section shall be on file with the finance officer of the city of Conrad for inspection by the public.

D. Effect Of Future Amendments To The "State Building Code": Each and every provision of this chapter shall be amended by the city within ninety (90) days of notification of changes adopted by the department of labor and industry, building codes bureau, when and as any future amendments are made to the codes referred

hereinabove so as to conform to future amendments. (Ord. 409, 2-17-2015; amd. Ord. 416, 1-21-2020, Ord. 425, 8-9-2022)

4-1-2: BUILDING PERMITS:

A. Any person wishing to obtain a building permit shall submit a completed application to the building inspector.

B. The building inspector shall specify the manner in which said application shall be completed, with the following information required:

1. A description of the land which it will affect;
2. The present use of any existing structures;
3. Plans and specifications indicating the entire scope of work.

C. The applicant shall furnish such other documents as the building inspector deems relevant and necessary, in his discretion, for review of the proposed work.

D. The building inspector may, in his/her discretion, waive any of the requirements hereunder when the proposed work is of an insubstantial nature or effect. (Ord. 409, 2-17-2015)

4-1-3: PLAN REVIEW:

A. The building inspector shall be responsible for coordination of building plan review and for issuance of building permits.

B. Upon application by any person for a building permit, the building inspector shall review the plans for compliance with this code. The building inspector shall submit the plans to any other affected city departments for review and approval by the departments before issuing a permit.

C. Building plan review shall be completed by the building inspector within sixty (60) working days of submission of a completed application.

D. The building inspector may, in certain cases, request the building codes division, other state agencies or design professionals to aid in the plan review process. In such cases, the building inspector may lengthen the completion of time for review by twenty (20) working days when necessary.

E. One such approved set of plans and specifications shall be retained by the building inspector as a public record, for a period of not less than ninety (90) days from the date of completion of the work covered therein, and one set of approved plans and specifications shall be returned to the applicant, which set shall be kept on such building or work site at all times during which the work authorized thereby is in progress and shall be open to inspection by public officials. Such approved plans and specifications shall not be changed, modified or altered without authorization from the building inspector and all work shall be done in accordance with the approved plans. (Ord. 409, 2-17-2015)

4-1-4: INSPECTIONS:

Inspections shall be conducted by the building inspector. Where other departments require inspection, the building inspector shall ensure they are conducted within the time frame allowed. Final inspections and issuance of certificates of occupancy shall be conducted in accordance with the international building code.

Where applicable the work listed below must be inspected prior to covering. Request for an inspection must be made seventy two (72) hours in advance.

- A. Footing.
- B. Foundation wall.
- C. Concrete slab.
- D. Under floor (crawl space).
- E. Frame (walls, trusses, rafters, floor, etc.).
- F. Energy efficiency (insulation, glazing, etc.).
- G. Wall board.

H. Final - issue certificate of occupancy.

I. Reroof/re-side - tear off, in progress and final.

Written inspection reports or verbal communication will be conveyed to the contractor, job superintendent, design professional or owner with a copy or notation retained in the inspector's file should any discrepancies be observed.

Depending on the scope of work, not all of the above inspections may be necessary. Circumstances may require additional site visits for consultation or discrepancy resolution. (Ord. 409, 2-17-2015)

4-1-5: INSPECTOR QUALIFICATIONS AND DUTIES:

A. The building inspector shall possess adequate knowledge of the building trade and such other qualifications as may be prescribed by the city council from time to time.

B. As building inspector, his/her duties shall include those set forth in the international building code and in Montana Code Annotated title 50, chapter 60, 2011, as now or hereinafter amended. (Ord. 409, 2-17-2015)

4-1-6: FACTORY BUILT BUILDINGS:

Factory built buildings bearing an insignia issued by Montana building codes division, department of labor and industry, shall be subject to local government zoning, utility connections, building permit and subsequent inspections for foundations and appurtenances to the structure (landings, stairs, decks, covered porches and the like). Applications to the building official for the erection and utility connection shall be in accordance with the applicable codes. (Ord. 409, 2-17-2015)

4-1-7: PERMIT FEES:

Building permit fees shall be set and established by the city council from time to time by appropriate resolution. (Ord. 409, 2-17-2015)

4-1-8: TERRITORIAL APPLICATION:

The jurisdictional area of the building department of the city shall be residential and commercial buildings and structures and permits therefore within the corporate limits of the city. (Ord. 409, 2-17-2015)

4-1-9: BILLBOARDS:

A. Application To Erect; Permission Of Adjacent Property Owners Or Occupants: No person shall erect any billboard or other structure for advertising purposes within the city without permission of the city council, and every applicant for permission to erect a billboard or other structure for advertising purposes in the city is required to give one week's notice, in writing, personally or by mail, of such application to the owners, occupants or agents of all houses and lots within a distance of two hundred feet (200') from where such billboard or structure is to be erected. No such application shall be considered by the city council without verified proof of the service of the notice herein described or the written consent of such owners or occupants or agents to the erection of said billboard or other structure for advertising purposes.

B. Use Of Fences, Buildings Or Other Structures: No fence, barn, shed, building or other structure within the city shall be used as a billboard without the consent of the city council. The same notice and proof required by subsection A of this section shall be necessary to obtain the consent of the city council to use such fence, barn or other structure as a billboard for advertising purposes.

C. Declaration As Common Nuisance: Any billboard erected or used contrary to the provisions of subsections A and B of this section is hereby declared to be a common nuisance, and shall be abated as a common nuisance by the chief of police after three (3) days' notice to remove the same. (1975 Code § 7-1-7)

4-1-10: BOARD OF APPEALS:

In order to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of the provisions of the international building code, there shall be and is hereby created a board of appeals, consisting of five (5) members, who are qualified by experience and training to pass upon matters pertaining to building construction. The board of appeals shall be appointed by the mayor with approval by the city council and shall hold office at their leisure. The board shall adopt reasonable rules and regulations for conducting its investigations and shall render all decisions and findings, in writing, to the building official, with a duplicate copy to the applicant. The board may recommend to the city council such new legislation as is consistent herewith. (Ord. 409, 2-17-2015)

4-1-11: VIOLATIONS AND PENALTIES:

A. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, raze, convert, demolish, equip, use, occupy or maintain any building or structure in the city, or cause or permit the same to be done, contrary to, or in violation of, any of the provisions of this chapter.

B. Any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor and each such person shall be deemed guilty of a separate offense for each and every day during which any violation of any of the provisions of this chapter is committed, continued or permitted and upon conviction of any such violation, such person shall be punishable by a fine of not more than three hundred dollars (\$300.00) or by imprisonment for not more than ninety (90) days or by both such fine and imprisonment. (Ord. 409, 2-17-2015)