



# Construction

A successful construction project starts with good planning. There are some key items you need to know before you begin building in **Missoula County**. The best place to Start is by asking the right questions at the right County Departments. *Plan first, is much like" measure twice, cut once"; it only takes a little bit of foot work to get started on the right path.*



## Three Places to Start Are:

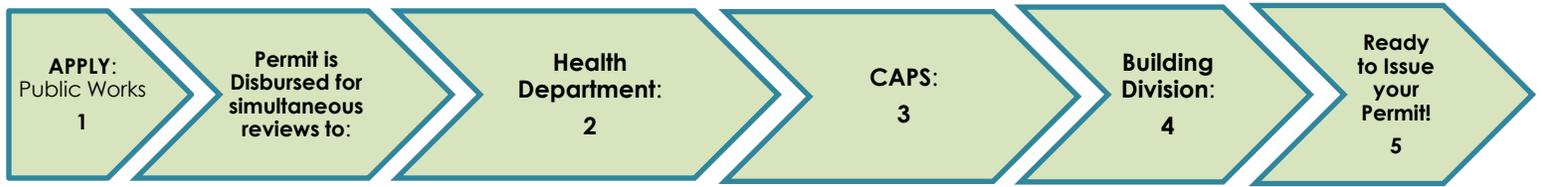
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| <p><b>Health Department</b><br/> <b>301 Alder Street</b><br/>         406-258-4990</p>  | <p><b>Community and Planning Services</b><br/> <b>323 Alder Street</b><br/>         406-258-4657</p>  | <p><b>Public Works Building Division</b><br/> <b>6089 Training Drive</b><br/>         406-258-3701</p>  |
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**Not All Construction Projects Require Permits from all Departments so it is best to ask before you start!**

## Common Questions:

| Will I need to up size my septic system?                                       | Do I need a Septic Determination ?                    | Is the property Zoned?  | Is the property in the Floodplain? | Are there any restrictions on the property? | Will I need Engineered Building Plans? | What do I need to apply for a Building permit? |
|--|---|---|------------------------------------|---|--|--|
| <b>The following is a list to assist you in navigating County Departments:</b> |   |   |                                    |   |  |  |
| <input type="checkbox"/>   | <b>Will I need to up size my septic system?</b>       | Based on the project a septic permit may not be required but be sure to ask the Health Department <b>first!</b> CAPS & Building Permits maybe required. <b>This is a disclosure item when you go to sell your home, so know the facts before you start!</b>   |                                    |   |  |  |
| <input type="checkbox"/>   | <b>Do I need a Septic Determination?</b>              | Not all projects require a septic determination, it is best to ask the Health Department if you are required to obtain a permit <b>first</b> , also check with CAPS& Building before you start!   |                                    |   |  |  |
| <input type="checkbox"/>   | <b>Is the property Zoned?</b>                         | To check to see if your property is Zoned, contact the Community and Development Services Department (CAPS). There might be set backs and restrictions that you are not aware of that could impact your project.  |                                    |   |  |  |
| <input type="checkbox"/>   | <b>Is it in the Floodplain?</b>                       | CAPS can assist you in looking to see if your property is in a designated Floodplain. IF in a designated Floodplain, this can affect the type of construction that is allowed, insurance costs, extra surveying and certificates, which can add up to significant construction costs in the end.                              |                                    |   |  |  |
| <input type="checkbox"/>   | <b>Are there any restrictions on the property?</b>    | CAPS can assist you in looking up your HOA Development Covenants to see if there are any architectural controls, development restrictions, or improvement requirements (such as residential sprinklers in new construction) that could affect your proposed project.  |                                    |   |  |  |
| <input type="checkbox"/>   | <b>Will I need Engineered Building Plans?</b>         | Do to the high wind shear, snow load, and seismic zones that vary within Missoula County, some structural plans will require to be designed/stamped by a Montana Licensed Engineer/Architect. Please contact the Building Division Staff for details.   |                                    |   |  |  |
| <input type="checkbox"/>   | <b>What do I need to apply for a Building Permit?</b> | When you apply for a Building Permit, you are applying for a simultaneous review of your project by Health, CAPS and Building for compliance of all County Development rules and regulations. That is why a complete project application, knowing what is required before you apply saves you time and money in the long run. |                                    |   |  |  |

# The Permitting Process Simplified:



|   | By the Numbers:                     | 1 Full set of Plans is required to apply. This includes: <i>Site Plan, Floor Plan, Elevations (all 4 sides), Footing &amp; Foundation Plan, and Structural Plans.</i> (Other items we will ask you about: Energy Efficiency Report & Truss package.)  |
|---|-------------------------------------|---|
| 1 | Public Works                        | Apply for Permits (except Septic and Well) at Public Works, located at 6089 Training Drive. Septic and Well Permits are applied for directly at the Health Department, 301 W. Alder.  |
| 2 | Health Department                   | The Health Department will review the proposed Building Plans to make sure that the Building Plans match the Septic Permit; Water Quality, Air Quality and Licensed Establishment review will also be conducted at this step.   |
| 3 | CAPS                                | Community and Planning Services will determine if Floodplain regulations apply to the property, and if alternate construction techniques are required, such as Elevation Certificates (Pre and Post Construction), Fire Review (Rural or County Fire), Zoning, Engineering, Subdivision Conditions, and Shoreline Review.   |
| 4 | Public Works – Building Division    | Public Works – Building Division will determine if an Address/Approach permit is required for all new addressing in Missoula County and start that permit for the GIS Department to assign the legal E-911 Address. The Building Division will review your Building Plans to make sure they are compliant with the adopted and applicable building codes.   |
| 5 | Ready to Issue your Building Permit | Post Review: Your Building Permit has been reviewed by the reviewing agencies and is ready to be <i>paid for and picked-up</i> , before you <b>Start Construction!</b><br>Health Department  Community and Planning Services  Building Division  |

