

Checklist Submittal for Single family dwelling, Detached dwelling units (ADU), Accessory Structures; Townhome/Duplex/Attached ADU

- **Minimum requirements**
 - Drawn to ¼" per foot scale and fully dimensioned.
 - Clear and legible; illegible plans will not be accepted.
 - Minimum page size is 24 x 36; remodels may be 11 x 17.
 - Current Building Codes as adopted per State of Montana, and City of Bozeman
 - Complete Building Plans; no deferred plans or documents will be accepted.
 - Complete engineering, specifications, and other supporting documents; stamped engineer and/or architectural drawings outside prescriptive plans.

Application Acceptance:

- Incomplete submittals will not be accepted. They will be returned to applicant to address missing or incomplete items at prescreen corrections.
- Plans must be accepted as complete and the plan review fee must be paid before plan review may begin.

Instructions:

- Checklist must be completed by the projects (Montana) licensed design professional of record (or applicant, if design professional is not required).
- Although an architect is not required for single family homes, if they are used, their stamp and signature is required on all plan pages.
- The checklist is not complete unless all information is filled out, all appropriate boxes are checked and all plan page numbers are listed (see naming protocol [link]). This form shall be submitted with Application submission.

Documents Provided:

YES N/A

- Checklist – New Residential Permit Submit** all pages.
- Statement of Special Inspections** must be completed by the design engineer (or architect if no engineer or applicant if no design professional) where applicable.
- Planning & Zoning Letter(s) of approval** where applicable – i.e. Conditional Use permit, Planned Unit Development (PUD), NCOA/COA, Flood Plain and/or other approved documents.
- Setbacks and Lot Coverage** – Have you verified the required minimum setbacks and maximum lot coverage allowed as required by Zoning Code, subdivision plat, or specific planning approval? Specify below and show on site plans & elevations.
- Front setback: _____ Side setback: _____ Side setback: _____ Rear setback: _____
- Corner Lot _____
- Building Plans** - drawn to scale ¼ inch = 1 foot typical, unless otherwise specified in this checklist. Where applicable, plans stamped and signed by a (Montana) licensed design professional. **Plan for townhouse projects with more than (4) units by attached shall be prepared, signed and sealed by an architect licensed by the state of Montana.**

Documents Provided cont.:

YES N/A

- Structural calculations**, where applicable, stamped and signed by a Montana licensed engineer. Such as for tall walls, non-typical light frame construction or wall bracing that is not prescriptive, beams, connections, retaining walls more than 4’ in height from the bottom of footing to the top wall, or any retaining walls supporting a surcharge. **Note:** Any plan sheets with engineered design components are required to be stamped and signed by the design engineer.
- Truss Details** – Provide truss drawings with engineering and truss layout per manufacture.
- Additional Documents** – Energy Calcs (prescriptive or RESCHECK), Preliminary Soils Report, Property Owner signature on emailed PDF of application, Site Drainage, Stormwater Application, Water Fixture Count, Sump Pump Policy.

**Examples of
Standard PDox Naming**

Plans Provided:

001 Cover Sheet / General info.pdf

Cover Sheet/General Information:

YES N/A

- Cover sheet** – Project name & address (Lot, Block, and Subdivision), project owner’s name, address and phone number. To include Name, title, address, phone number of designer/draftsperson, current applicable Building Codes, Gross square footage for each separate occupancy classification, as well as livable square feet, description of scope of work, index of drawings and documents.
- Title Block** – must include current physical address.
- Stamp & Wet Signature** – of design professionals(s) – if applicable. (All sheets).

Site Plan:

002 Site Plan or 002 A100 Site Plan

YES N/A

- Site Plan** - Show location of the structure including balconies, decks, patios, driveways, and walkways with dimensions and distances to the property lines. Identify building orientation and North arrow. Indicate bearings, distance, and curve data in conformance with the recorded plat. Show any easement locations. Also provide lot coverage percentage (include all covered structures; cover patios/porches, etc...) should include: Electrical meter/service, sewer lines, water line with meter and back flow devices, AC condenser (proposed location, plus electrical), gas meter(s), solar (proposed location, plus electrical).

[Page _____]

Foundation Plan:

003 Foundation Plan

YES N/A

- Specify locations and sizes for all concrete footing, piers, slabs and foundation walls.** Show all reinforcement locations, sizes, and spacing. [Page(s) _____]
- Connectors** – Note any required hold-down locations and types. Specify any mechanical connectors/fasteners such as anchor bolts and for column to footing connections. [Page(s) _____]
- Crawlspace or Basement** – Details, wall height. Ventilation. [Page(s) _____]
- Slab on grade – stem wall or mono-slab** [Page(s) _____]

Floor Plans: *(MEP's may be on separate sheet)*

004 Main Floor Plan or 003 First Floor Plan

YES N/A

- Floor Plans** – Dimensioned plan for each floor with usage of all rooms labeled and window and door opening sizes/types noted. [Page(s) _____]
- Stairways** – Show locations, width, and handrails. [Page(s) _____]
- Fireplace** – provide spec sheet. [Page(s) _____]
- Plumbing fixtures** – show type and locations. [Page(s) _____]
- Decks, porches, and stoops** show locations, construction details and deck ledger connection details. [Page(s) _____]
- Safety Glazing** – Note any required safety glazing locations. [Page(s) _____]
- Access** – Indicate attic access and crawlspace access locations and sizes. [Page(s) _____]
- Garage/Dwelling Separation** – Note the required wall and/or ceiling separation requirements between the garage and the dwelling including the door. [Page(s) _____]
- Wall Bracing** – Provide a plan specifying all braced wall lines locations including the bracing method (intermittent or continuous bracing) on each wall line per 2018 IRC (Chapter 6, wall bracing). Include any alternate braced wall panels or portal frame details where applicable. Show dimensions of braced wall panels in length required by IRC table R602.10.1.3 based on wind speed. [Page(s) _____]

Elevation Plans:

005 Elevation Plan

YES N/A

- Elevations** – show all sides of the structure and the height. [Page(s) _____]
- Exterior Components & Materials** – Show exterior doors, windows, siding materials, roofing materials, decks, porches, and stoops. [Page(s) _____]
- Truss Specification** – Location and engineered [Page(s) _____]

Structural Building Section:

006 S1 Structural Notes

YES N/A

- Building cross section** showing a cut through the building from bottom of the footing through the roof. More than one may be required. [Page(s) _____]
- Footing/foundation sizes** – Specify reinforcement sizes and spacing, and minimum frost depth from grade to bottom of the footing. [Page(s) _____]
- Anchor bolts** – Specify sizes, embedment and spacing, and specify sill plate as pressure treated or wood of natural resistance to decay. [Page(s) _____]
- Crawlspace/Basement Damp Proofing** – Specify method. [Page(s) _____]
- Floor framing** – Specify member sizes and spacing, underfloor clearance, vapor barrier, and floor sheathing [Page(s) _____]
- Insulation** – Note types and R-value for foundation, floors, walls, and attic/ceiling.
- Wall Studs** – Specify types, sizes, spacing, lengths and note types and sizes of headers. [Page(s) _____]
- Wall Components** – specify sheathing, exterior moisture resistant barrier, siding material, interior wall covering, and interior vapor barrier. [Page(s) _____]
- Roof framing** – Specify member’s sizes and spacing, roof sheathing, roofing materials, any mechanical connectors for roof framing members to wall, and attic ventilation. [Page(s) _____]

Floor Framing Plans:

007 Floor Framing

YES N/A

- Floor joist** – Specify type, size, spacing and spans. Show any interior bearing points. [Page(s) _____]
- Specify types and sizes of supporting beams, headers and columns.** Show any interior bearing points. [Page(s) _____]
- Pony / cripple walls** – Note stud type, size, length and spacing. [Page(s) _____]
- Mechanical connectors/fasteners** – Specify such as for floor joist to beam, beam to beam, or beam to columns. [Page(s) _____]

Roof Framing Plans:

008 Roof Framing

YES N/A

- Venting** – Show attic vents and. [Page(s) _____]

- Specify rafter and/or ceiling joist type, size, spacing, and spans. Show any interior bearing points. [Page(s) _____]
- Specify/provide truss layout, spacing, spans, and style (scissor, mono, hip, standard, attic, or girder). Show any interior bearing points. [Page(s) _____]
- Specify type and sizes of supporting beams, headers, and columns. Show any interior bearing points. [Page(s) _____]
- Specify any mechanical connectors/fasteners such as for rafter/truss to beam, girder truss to beam, or beam to columns. [Page(s) _____]

Other Section Details:

009 Section Details

YES N/A

- Stair section detail** showing dimensions of treads, risers, headroom, handrail, & guard requirements. [Page(s) _____]
- Full Section Drawings** showing structural details and connections, building height and siding material. [Page(s) _____]
- Fire resistance construction; wall separation details R302 (Townhouse separation, duplex separation, exterior walls due to location on property and fire rated eave details when applicable)** Note applicable tested/listed assembly number and construction details (gypsum board type, orientation, fastening, etc...) on the plans. [Page(s) _____]

Mechanical Information: *(may be on floor plan or as a separate plan)*

010 Mechanical Details

YES N/A

- Building Envelope Energy Compliance** – REScheck analysis signed – or – compliance with the prescriptive method shown on plans. [Page(s) _____]
- Mechanical equipment locations** (furnace, air conditioner, water heater, fireplaces) [Page(s) _____]
- Gas fired equipment in garage elevated** – the source of ignition is at least 18” minimum above the floor. [Page(s) _____]
- Gas piping and equipment in a garage** – Indicate how all will be guarded to prevent damage (such as a bollard) [Page(s) _____]
- Bathroom/Kitchen exhausts** fan locations and cfm. [Page(s) _____]

Electrical Information:

011 Electrical Details

YES N/A

- Smoke alarm and carbon monoxide alarm locations.** [Page(s) _____]

Additional documents to be submitted:

- Res-check (rescheck.gov or prescriptive form)
- Structural Calculations
- APA Wall Bracing or supported engineer
- Truss Keys and Calculations
- Water Fixture Count
- Sump Pump Policy
- Residential Stormwater Permit
- Drainage form
- Preliminary Soils Observation

Permit will be issued upon approval and payment of plans submitted.

Occupancy will be granted; signed on the back of the permit card once Final inspection has been completed and the following forms submitted to the inspector.

- Air Text
- Insulation Certification
- Energy Sticker

Applicant Acknowledgement:

Project Address (required): _____

I have completed the above checklist noting all pages and supporting documents for the project.

Name of submitting Professional of Record
(or applicant if design professional not required)

Date