



Date Submitted (for office use only): _____

Commercial Building Permit Application

City of Whitefish, Planning & Building Department

PO Box 158, Whitefish, MT 59937

Phone: (406) 863-2410 / Fax: (406) 863-2409

Civil Engineering plans must be submitted separately to Public Works: publicworks@cityofwhitefish.gov

One (1) application must be completed per independent structure.

Submit applications electronically via our Citizen Portal online OR

Email them to buildingdept@cityofwhitefish.gov.

Applications will not be considered complete until all documentation and fees have been received.

The following information MUST be submitted with this application:

- One (1) set of digital plans with a licensed architect's stamp
(detailed construction drawings at 1/4" scale – see page 3 for more details)
 - Include Fire Risk Assessment according to the 2021 WUI (for new construction & additions only)
- One (1) site plan indicating: setbacks from property line & lot size
- Engineering may be required by the Building Official
- Completed Plumbing Fixture Count Form (attached – page 4)
- Architecture Review Committee (ARC) approval letter (for duplex, townhome, & multifamily projects)
- Land Use approval (if applicable – i.e. Conditional Use Permit, Variance, Subdivision, etc.)
- Water Quality Protection (WQP) checklist (if within 200 ft of a lake, wetland, stream, or river)
- \$500 plan review fee (deducted from building permit fees)

(Please print clearly. All information **MUST** be completed.)

PROJECT INFORMATION	Project Address: _____ Assessor #: _____		
	Project Description (type of work being done): _____		
	Class of Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Repair		
	Project Valuation (cost for materials & labor to complete project): _____		
	Land Information		
	Zoning District: _____		
	Existing Building Footprint (sq ft): _____ New Building Footprint (sq ft): _____		
Lot Size (sq ft): _____ % of Lot Coverage: _____			
Existing Building Information		New Building Information	
# of Structures Currently on Lot: _____		Finished sq ft (excluding basement): _____	
Type of Structures Currently on Lot: _____		Basement sq ft: _____	
Will Any of These Structures Be Removed Prior to This Project Starting: <input type="checkbox"/> Yes <input type="checkbox"/> No		Garage sq ft: _____	
If Yes, Which Ones: _____		Carport sq ft: _____	
_____		Covered Porches/Decks sq ft: _____	
_____		Open Porches/Decks sq ft: _____	

OWNER / TENANT	Notify	Name: _____
	YES <input type="checkbox"/>	Address: _____
	NO <input type="checkbox"/>	City, State, Zip: _____ Phone #: _____
	<input type="checkbox"/>	Email: _____
GENERAL CONTRACTOR	Notify	Name: _____
	YES <input type="checkbox"/>	Address: _____
	NO <input type="checkbox"/>	City, State, Zip: _____ Phone #: _____
	<input type="checkbox"/>	Email: _____
DESIGNER / ENGINEER	Notify	Name: _____
	YES <input type="checkbox"/>	Address: _____
	NO <input type="checkbox"/>	City, State, Zip: _____ Phone #: _____
	<input type="checkbox"/>	Email: _____

NOTICE: § 8-1-3 Prohibits the provision of permanent water and/or sewer service to any newly constructed or remodeled structure until such structure has complied fully with all city codes.

APPLICANT AFFIDAVIT

This application is hereby made to obtain a permit to do the work and installations as indicated.

I certify that no work or installation has or will commence prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Whitefish.

I certify that all the information provided in the application is accurate.

My signature below indicates acceptance of financial responsibility for all application and permit fees.

APPLICANT SIGNATURE: (Applications will not be reviewed without signature.)

Signature

Date

Printed Name

Title
(i.e. Owner, Tenant, Contractor, Designer, etc.)

*May be signed by the applicant or representative, but an authorization letter from the owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included.

Plans submitted for the approval process must contain sufficient detail as to allow construction of the structure using only the submitted documents and to determine compliance with all Building and City codes.

<p style="text-align: center;">Site Plan</p> <p>Residence address/Legal description All streets bordering property labeled Property lines and dimensions from side, front and rear yards In most cases, setbacks are measured to foundation wall A few areas and zero setbacks require measures to the eave line All site improvements including: Existing construction New construction Patios and decks Driveways (list dimensions) Indicate any trees on city boulevard possibly impacted by site plan</p>	<p style="text-align: center;">Floor Plan (1/4" scale)</p> <p>Provide a complete architectural floor plan for each level Show all interior partitions and dimensions Label proposed use of all rooms or areas Location of all windows and doors Include dimensions and types of windows used Indicate window well if basement egress Indicate mechanical equipment location (furnace, water heater) Attic access – location and size Crawl space access – location and size Smoke & CO₂ detector locations Safety glazing Clothes dryer vent, bathroom exhaust fans – location/termination</p>
<p style="text-align: center;">Exterior Elevations</p> <p>Illustrate all sides of the building per scale Finish grade Roof slope Finish height (natural grade to peak)</p>	<p style="text-align: center;">Stair Section (1/4" scale)</p> <p>Provide a stair section Show rise and run dimensions Headroom height Handrail and guardrail locations and height</p>
<p style="text-align: center;">Foundation Plan (1/4" scale)</p> <p>Show type of foundation to be used and dimensions Indicate basement and/or crawl space areas Waterproofing Detail crawlspace tempering/Energy conservation code Show crawl space vent locations Indicate mechanical equipment locations</p>	<p style="text-align: center;">Framing Details (1/4" scale)</p> <p>Floor framing One complete structural plan per floor identifying: Framing material Type of material Spacing Support headers and sizes Support post Bearing walls Required shear panels Include seismic connections Roof framing A complete structural plan identifying: Framing material Trusses – engineering must be provided Rafters – type of material, size and spacing Bearing walls Attic ventilation Include seismic connections <i>*Indicate proper snow load, Seismic zone D1, and 110 MPH wind *</i></p>
<p style="text-align: center;">Wall Section (1/4" scale)</p> <p>Complete foundation detail Wall section to show details from the footing to the ridge line Size of footing and foundation wall Anchor bolts size and location Exterior wall framing to include: Stud size and spacing Header type and size for exterior openings Truss blocking Insulation values: Exterior walls Foundation Crawl space Roof/ceiling</p>	
<p style="text-align: center;">Note from the Public Works Department</p> <p>Detailed drainage and erosion control plans are required for development or redevelopment that changes the existing footprint or creates new impervious area. See fee schedule. Right of Way excavation permits are required and there are specific requirements for concrete driveway approaches. For more information, refer to the Whitefish Standards for Design and Construction or contact Public Works at 406-863-2460.</p>	
<p>Permanent water and/or sewer service will be granted only after all code requirements are confirmed to be complete. Codes include, but are not limited to, such items as: paving, landscaping, required permits and inspections and payment of applicable fees. A financial guarantee in the form of a bond or letter of credit with a specified completion date may be required for any work that cannot be immediately completed.</p>	
<p style="text-align: center;">ALL ABOVE ITEMS MUST BE INCLUDED WITH THE APPLICATION DIGITALLY Incomplete applications will not be accepted. Additional materials may be requested.</p>	



FIXTURE INFORMATION REQUEST

**SEE INSTRUCTIONS
ON NEXT PAGE**

1. Property Address: _____
2. Max height of plumbing fixtures (e.g., shower head) above finished first floor elevation: _____ feet
3. Is the finished first floor 6 feet or more above the elevation of the street? Yes No
 - a. If yes, how far above the street is the finished first floor? _____ feet
4. Does the building require a minimum operating pressure greater than 40 psi? Yes No
 - a. If yes, what is the minimum pressure required (must be greater than 40 psi)? _____ psi
5. Is the property on a private water system? Yes No
 - a. If yes, what is the private water system pressure? _____ psi
6. Will a separate meter be installed for outdoor water use? Yes No
7. What is the area irrigated with an automated irrigation system (in square feet)?
 0 – 25,000 25,001 – 50,000
8. Length of service line (from water main to building): _____ feet
9. Fixture count:

Type of Fixture	Additions and Remodels		New Build	Staff Use Only
	Existing Fixtures	New Fixtures	Total Fixtures	
Toilet (flush valve)				
Toilet (flush tank)				
Urinal				
Bidet				
Faucet (bathroom sink)				
Faucet (kitchen sink)				
Faucet (utility/mop sink)				
Dog wash station				
Dishwasher				
Shower (stand alone)				
Bathtub (stand alone)				
Bathtub/shower (combo)				
Washing machine				
Drinking fountain				
Dental unit				
Ice/coffee/espresso machine				
Bedpan washer				
Hot tub(s)	<input type="radio"/> Yes <input type="radio"/> No			
Hose bib(s)	<input type="radio"/> Yes <input type="radio"/> No			

10. What is the internal building plumbing material? _____
11. Is there or will there be water treatment in the building? Yes No

Certification

By signing below, I certify that the information provided on this form is true and correct to the best of my knowledge. I also acknowledge that incorrect fixture counts resulting in an undersized service line and meter will result in the service line and meter being replaced at the builder's expense.

Name _____ Date _____

Signature _____

Instructions

Please follow these instructions very closely. Building permits will not be accepted with forms that are not completely and accurately filled out.

1. Insert the address of the project (required).
2. Insert the number of feet the highest plumbing fixture is from the first-floor elevation. In general, you may assume each floor is 10 feet, and a standard shower fixture is 7 feet above the floor. So, if it is a two-story home with a shower on the second floor, you would enter 17 feet.
3. Click "Yes" and enter the elevation difference between the street and roadway if the value is greater than 6 feet. If not, simply click "No".
4. Click "Yes" and enter the specific pressure requirement if there is a plumbing fixture that requires a minimum operating pressure above 40 psi. If not, simply click "No".
5. Click "Yes" and enter the private water system pressure if the property is on a private water system. If not, simply click "No".
6. Click "Yes" if there will be a separate irrigation meter. If not, simply click "No".
7. Click the box for the total square footage of landscaping that will be irrigated. This includes gardens, landscape beds, and turf.
8. Insert the distance from the structure to the roadway (or known location of the watermain).
9. For each fixture type (toilet, sink, dishwasher, etc.), enter the quantity of each in the appropriate column. For additions and remodels you must enter the quantity of each existing fixture type as well as the quantity of each fixture type that will be added. For new construction you only need to add the quantity of each proposed fixture type.
10. List the type of material used for the internal domestic water system (copper, pex, steel, etc.)
11. Click "Yes" if there will be a treatment system installed in the structure (filtration, water softener, reverse osmosis, etc.). If not, simply click "No".



Parks Department Contact Information

Jen Sybrant, Urban Forester (406) 260-5133 and Philip Hodge, Arborist (406) 885-0049

Jennie Bradford, Operations Specialist (406) 863-1253

PUBLIC TREE IMPACT FORM

When excavation / construction is planned to take place within 50 feet of a public tree, this form must be completed and submitted with your application. This form will be reviewed and completed by the Parks and Recreation Department. Permits/Approvals will not be issued until the required conditions are met and applicable payment has been remitted.

I) General Information:

Name of Applicant: _____

Contact Phone: _____ Email: _____

Permit being applied for (i.e., excavation, building, land use): _____

Project Name (if applicable): _____

Project Address: _____

Number of Impacted Public Trees: _____

Public Tree Locations: _____

Public Tree Species (if known): _____

Diameter at Breast Height (DBH): _____

Number of public trees on adjacent properties with canopies extending into project area: _____

II) Proposed Impact to Tree(s): Check all that apply

Excavation within 50' of a public tree

Construction within 50' of a public tree

Requested removal of a public tree

Applicant Signature: _____ Date: _____