

City of Cut Bank

BUILDING PERMIT APPLICANT CHECKLIST

(Please review and complete all items on checklist prior to submitting application)

The following list indicates the minimum required information required for review and approval of a building permit application. Not all building work requires a building permit. After reading through the entire checklist and application if you are still unsure whether you need a building, zoning, or excavation permit, contact the Building Official for clarification.

It is the property owners responsibility to provide and comply with the following building application requirements. Failure to provide all required data will result in your application being denied until all required information has been provided.

- 1) _____ **Complete all information** on Building Permit Application which includes Sections 1 through 7. Shaded portions of Application will be completed by the Building Official. A Contractor is not required to perform work in Cut Bank, but if one is to be used their information must be provided in Section 4. Total Project Cost (Section 7) needs to include labor, including projected labor amount if homeowner intends to perform some or all of the work.
- 2) _____ **Sign and date Application**
- 3) _____ **Complete plot plan:** show location of construction on lot with dimensions and setback information.
- 4) _____ **Complete all applicable pages** for the project description and construction data.
- 5) _____ **Provide supplemental information:** construction plans and drawings for new buildings and/or cross sectional drawings for remodels or additions. Provide any other information as deemed necessary for permit approval by the Building Official. Construction plans and drawings are required with the permit.
- 6) _____ **Complete Application to Excavate.** If any (both public and private) excavation work is to be performed on the project.
- 7) _____ **Complete Application for Zoning Permit.** When applicable to exterior projects.
- 8) _____ **Complete Application for Sidewalk and/or Driveway Permit.** When applicable.
- 9) _____ **Return completed Building Permit Application.** Allow a minimum of a five (5) business day review period by the Building Official. You may be required to provide additional information, which may impact the review period. Once all supplemental information is received by the Building Official and review is completed, the applicant will be contacted with the final Permit Fee.
- 10) _____ **Pay Permit Fees and pick up Building Permit.** Post permit card in a conspicuous place, facing the street, on or near the building for which it is issued, as soon as starting the work, and be kept posted until the work is completed.
- 11) _____ **Schedule required inspections.** Every request for inspection needs to be made at least one (1) working day prior to desired inspection. The owner or contractor are required to call for inspection appointments. Do not cover any work until required inspections have been completed and work has been approved. It shall be the duty of the person requesting any inspections required to provide access to and means for inspection of such work.

Please contact the City of Cut Bank Building Official should you have any questions regarding building code or city zoning regulations at 406-873-5526. Contact Cut Bank Public Works for questions regarding water or sewer connections/taps.

City of Cut Bank

Permit #

BUILDING PERMIT APPLICATION

APPLICANT INFORMATION

1	PROJECT ADDRESS			
2	LEGAL	LOT NO	BLOCK	SUBDIVISION
3	PROPERTY OWNER		MAILING ADDRESS	PHONE
4	CONTRACTOR		MAILING ADDRESS	PHONE
	CITY BUSINESS LICENSE #		MT CONTRACTOR REGISTRATION #	
5	TYPE 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"/> REMOVE <input type="checkbox"/> HOME OCCUPATION <input type="checkbox"/> FENCE <input type="checkbox"/> SIGN <input type="checkbox"/> MOVING/ZONING <input type="checkbox"/> ROOF <input type="checkbox"/> DECK			
6	DESCRIBE WORK:			

THIS SECTION TO BE COMPLETED BY BUILDING OFFICIAL

7	TOTAL PROJECT COST:	PERMIT FEE \$	CASH	CHECK #
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(Homeowner labor must be included)

(From Fee Schedule or Building Valuation Data Table - whichever is highest)

Validity of Permit: The issuance or granting of a permit 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 City of Cut Bank. No permit presuming to give authority to violate or cancel the provisions of this code shall be valid. The issuance of a permit based upon plans, specifications and other data shall not prevent the building inspector from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on thereunder when the violation of this code or of any other ordinances of the City of Cut Bank.

TYPE OF CONSTRUCTION	OCCUPANCY	WARD DIVISION
TOTAL SIZE OF BUILDING (sq ft)	No. OF STORIES	No. OF DWELLING UNITS
USE ZONE	FIRE SPRINKLERS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	

NOTICE

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

APPLICANT WILL BE RESPONSIBLE FOR PLAN REVIEW FEE IF APPLICATION IS DEEMED ABANDONED AFTER 180 DAYS.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THAT 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.

OTHER REQUIREMENTS	NOT REQUIRED	REQUIRED	ATTACHED
PLOT PLAN			
CURB/GUTTER/SIDEWALK			
EXCAVATION FEE			
TAPPING FEE - WATER			
TAPPING FEE - SEWER			
ZONING			
HEALTH DEPARTMENT			
FIRE DEPARTMENT			
SOIL REPORT			
BUILDING PLANS			
OTHER:			
OTHER:			

Signature: ☐ OWNER ☐ CONTRACTOR

Date Permit Issued

Building Inspector

* I CERTIFY THAT NO WORK OR INSTALLATION HAS OR WILL COMMENCE PRIOR TO THE ISSUANCE OF A PERMIT.

THIS IS YOUR PERMIT & RECEIPT WHEN PROPERLY COMPLETED AND SIGNED

CUT BANK BUILDING FEES AND PERMITS

Building Permit Fee Schedule

(Minimum permit fee is \$100)

TOTAL PROJECT COST	FEE
\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,000 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof
Other Inspections and Fees:	
1. Inspections outside of normal business hours	\$100.00 per hour
2. Re-inspection for non-compliance	\$100.00 each
3. Inspections for which no fee is specifically indicated	\$100.00 per hour
4. Additional plan review required by changes, additions, or revisions to plans	\$100.00 per hour
5. Plan review (included with Permit Fee unless deemed abandoned)	\$150.00
6. Extension fee	\$75.00
7. For use of outside consultants for plan checking and inspections, or both	Actual costs ¹

¹ Actual costs include administrative and overhead costs.

Zoning Permit \$ 20.00

Curb/Gutter/Sidewalk/Driveway Permit \$ 20.00

Excavation & Repairs Fee (Refer to Application to Excavate on Streets, Avenues, Alleys, Public Spaces for more information) \$ 10.00

Water & Sewer Tapping Fees - Refer to Public Works Rate Schedule From Schedule

ICC BUILDING VALUATION DATA TABLE - AUGUST 2023

Square Foot Construction Costs ^{a,b,c}										
Occupancy Group	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB	
A-1 Assembly, theaters, with stage	338.88	327.46	319.76	307.63	289.42	280.47	298.24	268.37	259.83	
A-1 Assembly, theaters, without stage	310.12	298.70	291.00	278.87	260.66	251.71	269.48	239.62	231.07	
A-2 Assembly, nightclubs	275.09	266.93	259.34	250.54	234.96	228.26	241.54	213.57	206.65	
A-2 Assembly, restaurants, bars, banquet halls	274.09	265.93	257.34	249.54	232.96	227.26	240.54	211.57	205.65	
A-3 Assembly, churches	314.65	303.24	295.53	283.41	265.65	256.70	274.02	244.61	236.06	
A-3 Assembly, general, community halls, libraries, museums	268.44	257.02	248.32	237.19	218.26	210.31	227.80	197.22	189.68	
A-4 Assembly, arenas	309.12	297.70	289.00	277.87	258.66	250.71	268.48	237.62	230.07	
B Business	263.16	253.51	244.15	233.85	213.00	204.65	224.67	187.98	179.49	
E Educational	280.42	270.83	263.70	252.34	235.54	223.64	243.64	205.87	199.45	
F-1 Factory and industrial, moderate hazard	161.70	154.21	144.70	139.94	124.72	118.51	133.72	103.40	96.83	
F-2 Factory and industrial, low hazard	160.70	153.21	144.70	138.94	124.72	117.51	132.72	103.40	95.83	
H-1 High Hazard, explosives	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	N.P.	
H234 High Hazard	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	86.28	
H-5 HPM	263.16	253.51	244.15	233.85	213.00	204.65	224.67	187.98	179.49	
I-1 Institutional, supervised environment	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67	
I-2 Institutional, hospitals	438.26	428.62	419.26	408.96	386.98	N.P.	399.78	361.97	N.P.	
I-2 Institutional, nursing homes	304.86	295.22	285.86	275.55	256.23	N.P.	266.37	231.21	N.P.	
I-3 Institutional, restrained	298.67	289.02	279.66	269.36	250.30	240.95	260.18	225.29	214.80	
I-4 Institutional, day car facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67	
M Mercantile	205.22	197.06	188.47	180.67	164.83	159.13	171.67	143.44	137.53	
R-1 Residential, hotels	267.42	258.06	249.33	240.60	220.62	214.60	240.64	198.79	192.64	
R-2 Residential, multiple family	223.61	214.25	205.52	196.79	177.77	171.76	196.82	155.95	149.80	
R-3 Residential, one- and two- family ^d	211.77	205.84	200.99	197.13	190.36	183.32	193.75	177.67	167.37	
R-4 Residential, care/assisted living facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67	
S-1 Storage, moderate hazard	149.85	142.36	132.84	128.08	113.17	106.96	121.87	91.86	85.28	
S-2 Storage, low hazard	148.85	141.36	132.84	127.08	113.17	105.96	120.87	91.86	84.28	
U Utility, miscellaneous	115.48	108.95	102.64	98.13	88.49	81.89	93.86	69.76	66.48	

^a Private Garages use Utility, miscellaneous

^b For shell only buildings deduct 20 percent (20%)

^c N.P. = not permitted

^d Unfinished basements (Group R-3) = \$31.50 per sq. ft.

PLOT PLAN

ADDRESS _____ PERMIT NO. _____

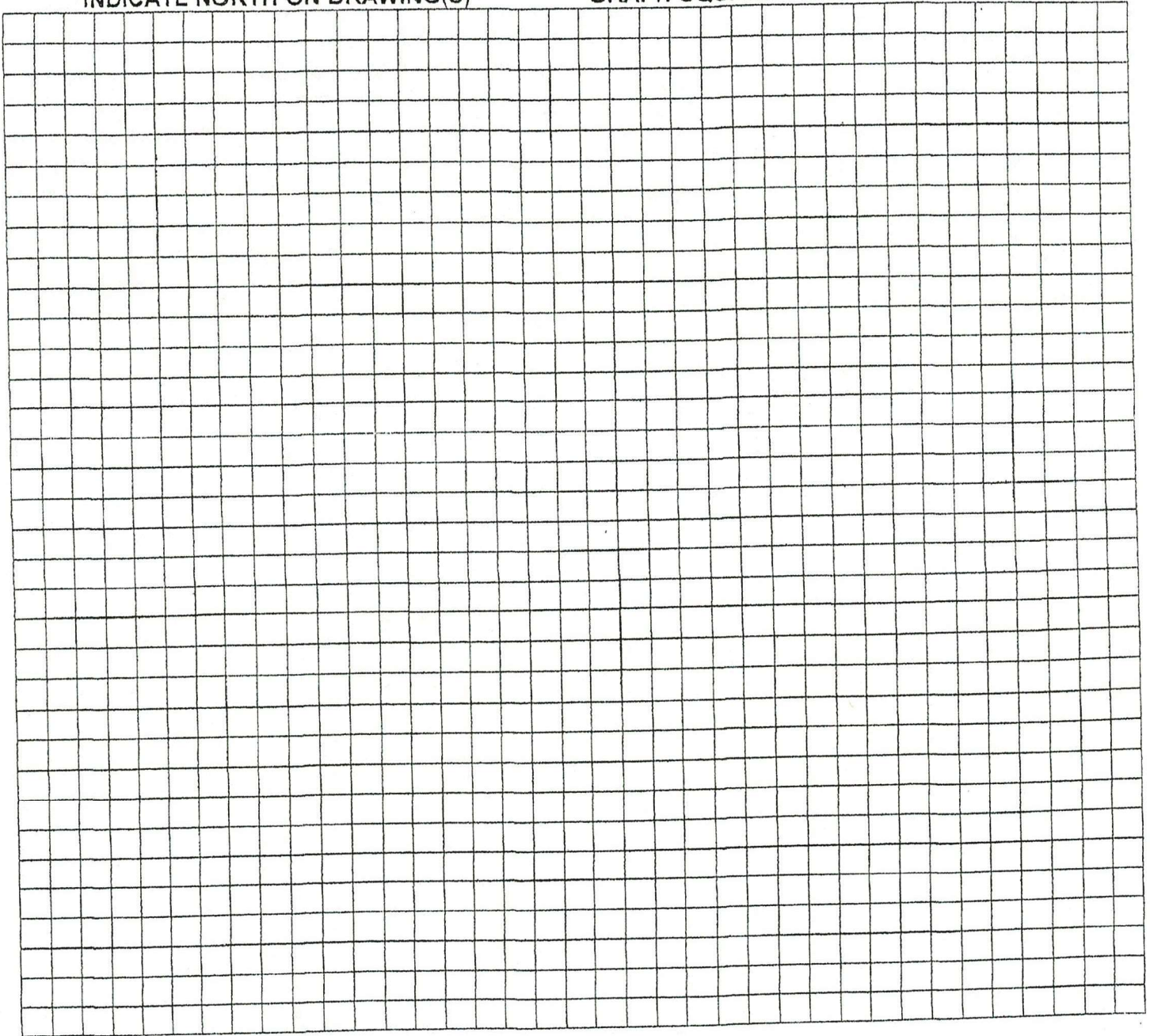
LEGAL DESCRIPTION _____ LOT _____ BLOCK _____ ADDITION _____

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. Specify the use of each building and major portions thereof. In lieu of this plot plan, you may submit blueprints or sectional drawings.

INDICATE NORTH ON DRAWING(S)

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



DETAILED DESCRIPTION OF WORK

BRIEF CONCISE JOB EXPLANATION (for remodeling, altering, or minor additions): _____

FOUNDATION WORK FOOTINGS

Width: _____ Depth: _____ Material: _____
Location of: _____
Soils: _____

FOUNDATION

Thickness _____ Height _____ Slab _____
Weatherproofing material _____
Insulating _____
Reinforcement _____ Bolt Loc. _____

FRAMING

Walls	_____ x _____	o.c. _____	Material _____	Grade: _____
Ceiling	_____ x _____	o.c. _____	Material _____	Grade: _____
Floor	_____ x _____	o.c. _____	Material _____	Grade: _____
Beams	_____ x _____		Specifications: _____	Span: _____
Trusses - Span	_____		Lumber Size _____	Specs: _____
Fasteners	_____			
Pilings - Size	_____	Grade: _____		Support: _____
Water Protection	_____			

INTERIOR SHEATHING (materials used)

Walls (i.e. sheetrock - type) _____
Ceiling (i.e. sheetrock - type) _____
Floors (sub-floor material) _____
Special masonry (i.e. sheetrock - type) _____
Insulation (i.e. batting) _____

INTERIOR SHEATHING (materials used)

Walls (lathing) _____
Siding (type) _____
Weather barrier _____
Insulation (fired in) _____
Windows _____
Glazing _____ Storms _____

Ventilation _____
Soffits _____
Masonry _____ Gutters _____

Roof (sub) _____ Weather barrier _____
Slope _____ Shingles _____ Mineral _____ Hot _____
Insulation _____
Other _____

FIREPLACES & FLUES

Include type, spaces allowed, flue material, masonry, and manufacturer specifications:

FENCES

Height _____ Material _____ Footings _____
Design & Location _____

EXCAVATION

Purpose _____
Distance from structures _____
Distance from property lines _____ Ground water depth _____

RETAINING WALLS

Height _____ Thickness _____ Length _____
Reinforcement _____
Material _____ Number Sack Concrete _____

PATIO's / DECKS (over 30" off the ground)

Size _____
Material & dimension _____
Footings _____
Pilings _____
Guardrail _____
Other _____

DRIVEWAYS (over 30" rise off grade)

Design _____
Material _____
Reinforcement _____
Purpose _____

EXCAVATION

Tie Downs _____
Footings _____
Risers _____
Distances _____
Skirting _____
Storage _____

Clear Form

Print Form

APPLICATION TO EXCAVATE ON STREETS, AVENUES, ALLEYS, PUBLIC PLACES
City of Cut Bank 221 West Main Street Cut Bank, MT 59427 406-873-5526

Applicant _____ Date _____

Location of Excavation _____

Area of Proposed Opening _____

Purpose of Opening _____

Contractor _____

Beginning Date _____ Completion Date _____

The City of Cut Bank shall require a certificate of insurance be held by the person or contractor doing the work in the amount stated below and that the insurance policy shall be in effect during the time the actual work is being done. A copy of the certification of insurance shall be provided with this application to excavate. The applicant agrees to assume all responsibility for the excavation and shall hold the City of Cut Bank harmless from damage or injury whatsoever to any person or property of description, however owned by reason of leaving open any excavation or tunnel or by reason of failure to properly guard and such excavation or tunnel or failure to place flashing lights at such excavation or tunnel at night.

Required Insurance: General Liability: \$500,000.00 Property Damage: \$100,000.00

Resurfacing Charges: (Work to be completed by the City of Cut Bank)

\$25.00 Minimum Charge	0 – 10 Square Feet
\$ 3.50 Per Square Foot	10 – 99 Square Feet
\$ 3.00 Per Square Foot	100 Square Feet and Larger

Requirements of the Cut Bank, Montana (Backfill and Repair) Applicants should familiarize themselves with Ordinance #13.00

The City of Cut Bank shall hold the above named applicant responsible for the correct and prompt backfill compaction and finish of all excavations covered by this application to rules, regulations and ordinances of the City of Cut Bank, Montana. Alleys comprised of a gravel surface may be waived from resurfacing charges at the discretion of the city superintendent. Excavation backfill, compaction, and finish must be completed within ten working days unless prior arrangements have been made with the City of Cut bank for delay due to extreme circumstances. All backfilling shall be done under the supervision of the City of Cut Bank Street Department.

I hereby agree to conform to all rules, regulations and ordinances governing excavation within or upon the streets, avenues, public places or alleys of the City of Cut Bank, Montana.



Signature of Applicant/or Officer

Permit Cost \$10.00

Deposit Required \$150.00 Cash or Cashiers Check

Surface Repair Cost \$ _____

Special Provisions _____
(not valid after 60 days from date of approval)

Date Approved _____ Approved By _____ Rejected By _____

NOTICE

Separate permits are required for electrical, plumbing, heating, ventilation or air conditioning.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. An extension of the permit shall be granted to the permit holder upon request to the Building Official prior to the 180 day period.

WATER USE FOR CONSTRUCTION: If water from the City of Cut Bank's water system is to be used for construction, a signed water contract with the City of Cut Bank is required and a meter installed for recording water usage before said use will be allowed. If a meter cannot be installed at the time water is needed, the City of Cut Bank's minimum monthly rate will be used for billing of the water used. **Only an authorized representative of the City of Cut Bank is allowed to turn the water on or off at the curb stop valve.**

I here by 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.

Signature of Contractor, Owner or Authorized Agent

Date

TO THE BUILDING OFFICIAL / INSPECTOR OF THE CITY OF CUT BANK, MONTANA:

We, the undersigned Mayor and members of the City Council of the City of Cut Bank, do hereby approve this application, and do direct the Building Official / Inspector to issue a permit in accordance with this application.

DATED AT CUT BANK, MONTANA, THIS _____ DAY OF _____.

APPROVED BY CITY COUNCIL

☐

COMPLIES

☐

DOES NOT COMPLY

Building Official/Inspector

Mayor

CITY OF CUT BANK
APPLICATION FOR ZONING PERMIT

*****COMPLETE ALL SIDES OF THIS FORM*****

☐ New construction ☐ Variance needed
☐ Addition or alteration to existing building ☐ Fence
☐ Conditional use

Type of Structure _____

Dimensions: Length _____ feet Width _____ feet Height _____ feet

If this is new construction or reconstruction of a demolished building, water and/or sewer service must be installed. Additional applications are required. Contact City Office for more information.

Existing use of building or land _____

Proposed use of building or land _____

Permit fee: \$20.00

Street Address _____ City Zoning District _____

Lot(s) _____ Block _____ Subdivision _____

Feet from front property line(s) _____ Feet from rear property line(s) _____

Feet from side property line(s) _____

Property dimensions _____

Applicant hereby acknowledges that all zoning codes as set forth in the City Code are on file in the City Clerk's office and subject to inspection and compliance by applicant.

Applicant hereby acknowledges that construction must comply with the Uniform Building Code and that state building, electrical, plumbing and mechanical permits and inspections may be required. Applicant must call the City Building Codes Division at (406) 873-5526 for information.

If this permit is granted, I agree not to obstruct the sidewalks and streets any longer than necessary. Applicant agrees to indemnify and hold harmless the City of Cut Bank from all costs, damages, loss, expense, cause of action, judgments, court costs and attorney fees as a result, direct or indirect, of approval and granting permit.

Date_____ Signature_____

Name_____ Phone_____

Mailing Address_____

* * * * *

**PROPOSED CONSTRUCTION MUST BE STAKED AND AN ON-SITE INSPECTION
CONDUCTED BY CITY STAFF PRIOR TO APPROVAL OF APPLICATION**

* * * * *

**ONCE PERMIT IS APPROVED A BUILDING PERMIT MUST BE APPLIED FOR IF
NEEDED. CITY OF CUT BANK BUILDING INSPECTOR MUST BE CONTACTED.**

* * * * *

Provisions of Approval:

This application for a zoning permit is approved, subject to the provisions as stated above and the rules and regulations of existing ordinances of the City of Cut Bank.

Date_____ City Superintendent_____

CLAUSE TO BE ADDED TO APPLICATION FOR PERMIT TO BUILD

The undersigned further agrees to secure necessary permits to dig up streets and/or alleys, and to obtain the services of an engineer acceptable to the City of Cut Bank Building Inspector, to establish all grades necessary, including sidewalks and driveways, with the further understanding that the expense of said engineers work will be paid by the undersigned applicant and not by the City of Cut Bank.

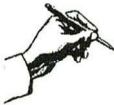
A sidewalk/driveway permit is required in addition to a building permit for all repairing and/or installing of new sidewalks and/or driveways and can be purchased at the same time as the building permit or at a later date.

The undersigned further agrees to comply with all state laws, rules and regulations as well as local municipal ordinances and other rules and regulations in connection with the work to be done as applied for herein, including the inspection of all work completed and before the covering or enclosing of the same.

The undersigned further agrees and understands that the City of Cut Bank does not make any guarantee or representations, by its approval of this application and the issuance of a permit to build, that the location of the construction is properly on the applicants own property. It is the sole responsibility of the undersigned applicant at his/her own expense and time, to make certain that the construction is being placed on his/her property and not on City property or other owner's property.

In addition, the undersigned agrees to have stakes or other suitable markers on the grounds to show the precise location and dimensions of the construction applicant is contemplating herein. These physical stakes or markers must be available for the observation of the building inspector before this application is approved and issued.

Dated at Cut Bank, Montana this _____ day of _____, _____



Applicant _____

Owner _____

Contractor _____

APPLICATION FOR SIDEWALK AND/OR DRIVEWAY PERMIT

City of Cut Bank

221 West Main

Cut Bank, MT 59427

406-873-5526

Applicant Name _____ Date _____

Address _____

SIDEWALK:

Length in feet: _____ Width: _____ Depth: _____

Outside edge: 5' 6" from property line: _____ Adjacent to curb _____

Boulevard: With _____ Left Open _____ Cemented _____ Without _____

DRIVEWAY:

Length in feet: _____ Width: _____ Depth: _____

Work to be done by: Self _____ Contractor _____

Name & Address of Contractor: _____



Applicant Signature _____

Owner of Record _____ Contractor _____

Permit Fee: \$ 20.00

Permit Number _____

Ordinance #13.00

Deviation from present block pattern or starting of pattern with adjacent to curb, requires City Council approval. Granting of approval to have sidewalk out adjacent to curb, does not give approval for the erection of retaining walls, fences or the like outside the existing property lines. **Where there is no existing curb, an engineer's survey for sidewalk grades is required.**

_____ Approve _____ Disapprove

Building Inspector