

City of Lewistown
Residential Building Permit Application Procedure
(New Structures and Additions)

Property Owner: _____

Current Mailing Address: _____

Owner Phone Number: _____

Legal Description: _____

Address of property being improved: _____

Work to be done: _____

The following information must be provided before your application will be accepted:

1. Two complete building plans (drawn to scale) including the following:
 - job name/complete legal address/legal description
 - floor plan
 - foundation plan - roof and floor framing plan
 - exterior elevations
 - cross sections footing to roof
 - details as needed to show compliance with all codes
 - finish schedule and specifications
 - mechanical, plumbing, electrical plans where applicable
 - the building official may require the professional preparation and wet stamp of plans, drawings, specifications or calculations for structures that deviate from requirements for conventional light wood-frame construction and/or in cases where the construction is determined by the building official to be hazardous to the health, safety, and/or welfare of the occupants or the public.
2. Soils report (if site requires special design requirements)
3. Two site plans showing current and/or proposed construction, building orientation and all dimensions from property lines to structure along with setback requirements.
4. Water and sanitary sewer location and service line details.

All plans must comply with 2012 International Residential Code (IRC), 2012 International Energy Conservation Code as amended by ARM 24.301.161

Applications will be processed through the following city departments for review:

Building department
Planning /Zoning department
Public Works department
911 Coordinator
Fire department

I understand it is my responsibility to comply with all code, rules and regulations of the City of Lewistown. I have provided the information as stated above and acknowledge that any omission in the required documentation is my responsibility and if not provided may result in a delay in the review process.

Applicant

Date