



EVERYTHING YOU NEED TO KNOW ABOUT BUILDING PERMITS

Revised March, 2007

Livingston Building Department 330 Bennett Street
phone: 222-0083 fax: 222-0137
Business hours: Monday – Friday 7am-noon 1pm-4pm

GENERAL INFORMATION

A building permit is the City's official stamp of approval, allowing you to proceed with a building project. It is issued only after your plans and application have been carefully reviewed to ensure the proposed construction is in compliance with the City's Zoning Regulations and Construction Codes. These regulations and codes were not established to hinder you. Rather, they are intended to assure well-planned development and to preserve health and safety. The City of Livingston requires that you obtain a permit if you erect, enlarge, alter, repair, move, improve, convert or demolish a building or structure. If you are uncertain about whether your work requires a permit, please contact the Building Department.

The primary advantages of doing construction projects with a building permit are the services of the building inspectors. The inspectors will inspect each phase of the construction process, verifying that the work is done properly with respect to the adopted codes. Inspectors may also advise on how to proceed with your project if you need assistance. In addition, there are legal liabilities that may arise if you don't obtain a building permit. If you plan on selling or refinancing, some lending institutions are now requiring a final inspection and a Certificate of Occupancy from the Building Department prior to the release of funds. In addition, insurance companies may not cover fire damages if it is determined changes were made to the structure without a permit.

You need a permit for:

New construction of dwellings, garages, and other detached structures incidental to the primary use.

Additions and remodeling of rooms, windows & wall openings, garages, decks and porches. (Hot tubs require an electrical permit)

Replacement or repair of roofs and foundations.

Demolition of a building or portion of a structure.

You do not need a permit for:

Construction of single story detached buildings with a floor area of 120 square feet or less.

Fences that are 6 feet in height or less, depending upon zoning.

Retaining walls that are 4 feet in height or less and do not support a structure or surcharge load.

Painting, re-siding, and cosmetic work.

How to Build in the City of Livingston

1. Check your zoning. Zoning regulations govern how areas of the City are developed. Designed to prevent haphazard development and to protect public safety, they deal with the relationship of a building to the individual piece of property and to the neighborhood as a whole. Dwellings must conform to certain requirements and restrictions such as how far they must be set back from the property lines and how high they can be. The first step in making your plans is to consider the zoning regulations which apply. If you need to apply for a variance, it must be approved before your plans will be accepted. If you have any questions, check with the Planning Department at 222-4903.

2. Prepare your plans. You will need to submit two sets. New construction and extensive remodels require the following plans:

- ✓ Plot/site plan
- ✓ Floor plan
- ✓ Foundation plan
- ✓ Wall sections plan
- ✓ Elevations plan
- ✓ Roof framing plan and/or Truss Installation plan
- ✓ Floor Framing plan



For smaller jobs, check with the Building Department on what they will require. See the attached plans for an example of the level of detail required. Each plan must be labeled with your name and the address of

the proposed job site and must be drawn to scale.

3. Submit a completed Building Permit Application form and two sets of plans to the Building Department. You do not need an appointment; just bring them in any time during business hours. Be sure to include the appraised valuation and have a complete list of all contractors who will be doing the work. Please be aware that all contractors doing work in the city are required to have a city business license. If they do not currently have a business license, they can purchase one at the City office located in the courthouse. It will take up to ten working days to review and approve your residential plans. Commercial plans can take longer if they are a complex design. If your plans are not approved, they will be returned to you with a list of recommendations of what is needed to bring them up to code. Plans requiring more than two reviews will be subject to an extra fee of \$50.00 per additional review. Once your plans are approved, you may purchase your permit.

4. Purchase your permit and pay your fees. When your plans are approved, our office will call you to set up an appointment to meet with an inspector for a final discussion about your plans and to purchase your permit. The cost of your permit is based upon the total appraised value of the finished product. You will also be charged a plan review fee. This fee varies with the cost of the permit. In addition, if you are building on a new site with new services, be prepared to pay impact fees and water and sewer hook-up fees when you buy your permit. The overall expense of your permit and fees can be very costly so feel free to check with the Building Department ahead of time to get an idea of your total cost. At the time of purchase, you or your contractor will receive a copy of the building permit, a building

inspection record, and an approved set of plans. You can keep the permit with your important paperwork. The inspection record and plans must remain on the job site at all times. The Building Department will keep the other set of plans.

5. Obtain additional permits for electrical, plumbing and mechanical work. The Livingston Building Department does not issue permits or perform inspections for electrical, mechanical and plumbing work. Electrical and plumbing work requires additional permits issued by the State and they provide inspectors who will check your work. Your plumber and electrician usually secure these permits but the Building Department can give you the contact information if necessary. The Building Department and the State Inspectors keep in communication throughout the progress of your project to ensure the completion of all necessary inspections. Permits are not required for residential mechanical systems, but all commercial mechanical systems are permitted by the State.

6. Prepare your site and get started. Before you start any work, make sure to carry out the following preparations:

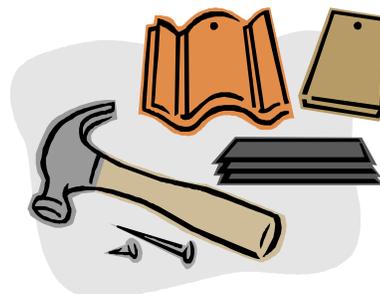
- ✓ The address must be in clear view from the road.
- ✓ The building inspection card must be posted.
- ✓ Your plans must be on site.
- ✓ A covered waste container must be on-site.
- ✓ A port-a-potty is required to be on-site for new construction jobs.

A fine of \$300 per day may be imposed for failure to make these preparations prior to starting any work. A building permit will expire if work is not started within 180 days or if the work has ceased for 180 days. It is possible to get a one time 180 day permit extension by submitting a request in writing to the Building Official. Expired permits may be renewed for 50% of the original permit fee.

7. Get your work inspected. All inspections must be scheduled at least one day in advance and completed prior to covering or concealing the work. Be sure to have your permit number and job site address when you call to make your appointment. Refer to your building inspection card to know what inspections are required. Failure to schedule a required inspection will result in a fine of up to \$300 per day. All work must follow the plans exactly. Any changes in plans must be approved by the Building Department prior to doing the work. Making changes without prior approval could result in a fine of \$300 per day and a Stop Work order. All initial inspections are included in the cost of your permit but failed inspections will be subject to a \$47 re-inspection fee. The Final Inspection can be scheduled only after all work is completed and is not meant to function as a punch list for last minute finishes. It is subject to a \$200 re-inspection fee if the project is clearly not finished upon inspection.

8. Certificate of Occupancy. Passing the Final Inspection is necessary before the structure can be occupied. Occasionally, the Building Official may approve a temporary Certificate of Occupancy for a commercial building which would allow the owner to open to the public prior to having met all of the conditions of approval, generally in the case of landscaping improvements. In instances where occupancy of a commercial building is requested prior to all of the improvements being installed, some of the improvements may be financially guaranteed.

GOOD LUCK WITH YOUR PROJECT!

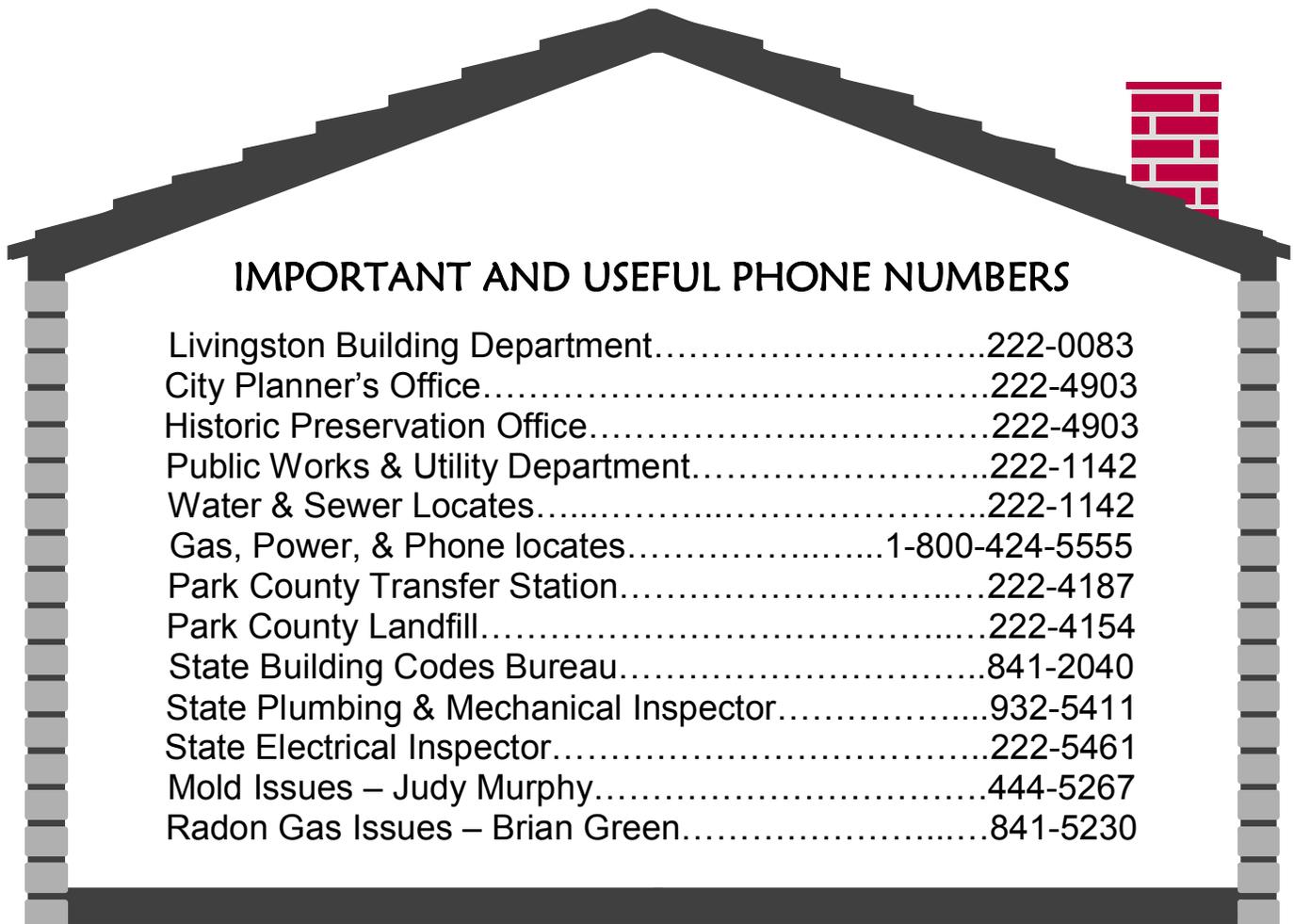


International Building Code and International Residential Code: These codes specify structural requirements such as the sizes of rafters and joists, lintels over doors, headers over windows that you will need to span a particular distance. This information is usually in the form of charts. The building code also identifies foundation requirements; how thick masonry must be, whether pier foundations are permitted, the required footing sizes and other details. The building code also specifies exiting requirements, locations of smoke detectors, egress requirements from bedrooms, etc.

Uniform Plumbing Code: This code governs the installation of the piping that carries the water into a home and the drain, waste and vent system that carries the water out. Fixture placement and connection to this piping is also covered in this code.

International Mechanical Code: This code deals with the minimum requirements for the installation of mechanical equipment in your project, such as heating, cooling and ventilation. The installation of gas piping and types of pipes permitted are also specified.

National Electrical Code: This code governs the installation of the electrical wiring in your project. Spacing and number of receptacles is governed, as well as sizes of wires, location of main electrical service grounding and sub-panels, etc.



IMPORTANT AND USEFUL PHONE NUMBERS

Livingston Building Department.....	222-0083
City Planner’s Office.....	222-4903
Historic Preservation Office.....	222-4903
Public Works & Utility Department.....	222-1142
Water & Sewer Locates.....	222-1142
Gas, Power, & Phone locates.....	1-800-424-5555
Park County Transfer Station.....	222-4187
Park County Landfill.....	222-4154
State Building Codes Bureau.....	841-2040
State Plumbing & Mechanical Inspector.....	932-5411
State Electrical Inspector.....	222-5461
Mold Issues – Judy Murphy.....	444-5267
Radon Gas Issues – Brian Green.....	841-5230

RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

The following are the minimum requirements this office will accept for plan review and subsequent permit issuance. Two complete sets of plans are required. One set will be retained by this office. The other set will be returned to the applicant, marked for construction, and shall remain on the job site. Incomplete plans will not be reviewed.

PLOT PLAN:

- Scale used and North arrow
- Location and dimension of property lines
- Location and dimension of easements
- Location and dimensions of water courses, ditches, wetlands or any delineated 100-year floodplain
- Location, dimensions and identification of all existing and proposed buildings or additions.
- Location and dimensions of all setbacks (front, sides, rear)
- Porches, decks, overhangs, and similar architectural projections
- Indication of any structure to be removed or demolished
- Building address, legal description, property owner
- New or replacement sewer, water, sidewalk, curb, or drive approach (show flared ends of driveway apron)
- Either a detail or schedule listing the number, size, type, and location of mechanical units outside the structure

FLOOR PLAN:

- The arrangements of walls and rooms
- Location and size of windows and doors, schedule of openings and headers/ceiling beam sizes
- Attic access
- Location of plumbing fixtures, mechanical units, appliances, and flues
- Location of smoke alarms
- Location of exhaust fans
- Location of mechanical equipment with BTUs listed
- Location of wood stoves or fireplaces and hearths, and manufacturer's name and model
- One line diagram, showing size and location of main service panel, location of outlets, lights, and concrete encased electrode

FOUNDATION PLAN:

- Size of foundation footings and walls, rebar size and spacing
- Depth of footings
- Under floor ventilation
- Location of UFER (concrete encased electrode)

(over)

WALL SECTION PLAN:

- How wall frame connects to foundation
- Size and spacing of framing members (floor/wall)
- Interior and exterior finish materials (roof/wall)
- Insulation in basement/crawl space, walls and attic spaces
- Seismic connection of roof to bearing points on walls

FLOOR AND ROOF FRAMING PLAN:

- Size of framing members, spans, purlins, and over stacks
- Provide truss calculations and a truss diagram (if applicable)

ELEVATION PLAN:

- Building elevations and calculated height
- Position and height of windows and doors
- Roof slope
- Relationship of addition to the rest of the building (if applicable)

COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

The following are the minimum requirements this office will accept for plan review and subsequent permit issuance. Two complete sets of plans are required. One set will be retained by this office. The other set will be returned to the applicant, marked for construction, and shall remain on the job site. Incomplete plans will not be reviewed.

ANY RENOVATION OR DEMOLITION OF COMMERCIAL BUILDINGS REQUIRES AN ASBESTOS INSPECTION BY AN ACCREDITED OR LICENSED INSPECTOR PRIOR TO ISSUANCE OF CONSTRUCTION AND DEMOLITION PERMITS.

PLOT PLAN:

- Scale used and North arrow
- Location and dimension of property lines
- Location and dimensions of easements
- Location and dimensions of water courses, ditches, wetlands, or any delineated 100-year floodplain
- Location, dimensions, and identification of all existing and proposed buildings, structures, or additions
- Location and dimensions of all setbacks (front, side, rear)
- Porches, decks, overhangs, exterior stairway protection, loading docks, and similar architectural projections
- Indication of any structure to be removed or demolished
- Location of existing water, sewer, and fire services; location of proposed water, sewer, or fire services
- Location of existing sidewalks, curbs, and drive approaches; location of proposed or required sidewalks, curbs and drive approaches
- Building address, legal description, property owner
- Location of all exterior mechanical units
- Is the building in the Downtown Historic District? If so, your project may need to go through a design review with the Historic Preservation Commission. Check with the Historic Preservation office.

FLOOR PLAN:

- The arrangement of walls and rooms
- Location and size of windows and doors, showing direction of opening (provide a door and window schedule indicating required fire rating and any panic hardware or accessibility provisions)
- Location of plumbing fixtures, mechanical units, appliances and flues (interior)
- Location of grit, oil, grease interceptors or traps
- Location of emergency lighting and illuminated exit signs
- One line electrical diagram showing size and location of main electrical service, location of outlets and lights
- Either a detail or schedule listing number, size, type, and location of mechanical units
- Location and type of fire extinguisher

(over)

REFLECTED CEILING PLAN:

- Ceiling construction (e.g. dropped ceilings, sheetrock, etc.)
- Location of light fixtures (indicate method of support)
- Supply and return air diffusers (also indicate ducting location, size, material and support)
- Sprinkler head locations (if required or proposed)

FOUNDATION PLAN:

- Size of foundation footings and walls, rebar size(s) and spacing; anchor bolt size; special hardware (e.g. hold downs, etc.)
- Depth of footings
- Under floor ventilation
- Location of UFER Ground (concrete encased electrode)

WALL SECTION PLAN:

- How wall frame connects to foundation
- Size and spacing of framing members (beams, posts, columns, etc.)
- Interior and exterior finish materials
- Insulation
- Seismic connection of roof to bearing points on walls

FLOOR AND ROOF FRAMING PLAN:

- Size of framing members, spans, purlins and over stacks
- Provide truss calculations and truss diagrams (if applicable)

ELEVATION PLAN:

- Building elevations and calculated height
- Position and height of windows and doors
- Exterior landings, ramps and stairs (show hand and guard railings)
- Roof slope
- Relationship of an addition to the rest of the building (if applicable)