

# CITY OF TROY



## BUILDING PERMIT REQUIREMENTS

February 7, 2023

## BUILDING PERMIT REQUIREMENTS TROY, MT

### WHAT IS A BUILDING PERMIT?

A Building permit gives you the legal permission to start construction of a building project in the city limits of Troy. Permits are needed to keep track of and monitor construction work within the city. They help to assure an acceptable level of safety, convenience, health and quality while ensuring that work is done in conformance with City, State, and National regulations.

In addition to a city building permit, you may also need a state issued electrical permit, plumbing, permit and a mechanical permit. These permit applications are available online or from any licensed contractor specializing in the area.

### WHEN IS A BUILDING PERMIT REQUIRED?

The construction, addition, alteration, repair or demolition of any structure within the city requires a city issued general permit. A permit is also required any time the use of a building is to be changed. This is to ensure that the new use can be safely conducted within the facility. Permits are not required for fences under six (6) feet in height, play houses or storage sheds under one hundred twenty (120) square feet; painting or papering or other cosmetic finish work; residential re-siding; retaining walls under four (4) feet in height; walk, slaps or other flat work less than thirty (30) inches above grade.

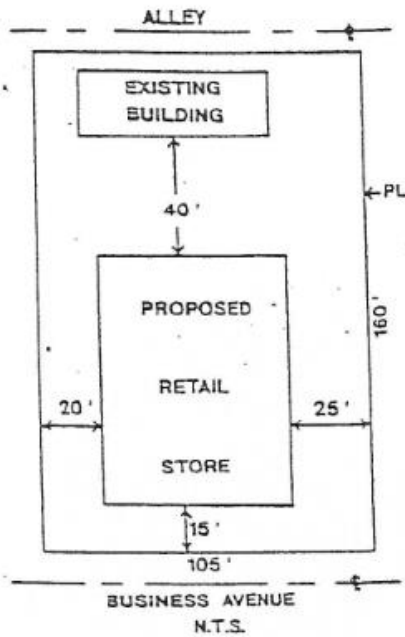
### HOW DO I GET A PERMIT?

You must first obtain a building permit application. These are available at City Hall or from the building inspector. For most projects you will be required to submit one (1) set of drawings or plans and specifications that define the scope, intent, and method of construction. Typically, the drawings are required to have the following information:

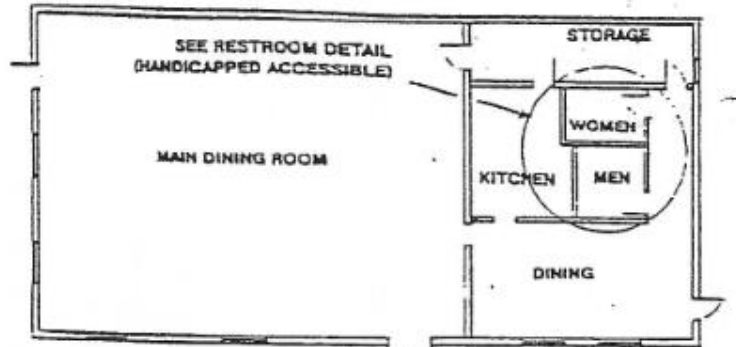
- A. Site plan, showing property lines, location of structures, location of existing and proposed utilities, parking areas and adjacent streets or alleys.
- B. Floor plans showing the use and relationship of spaces, sizes, doorways, windows fixtures and stairways. Actual floor plans must show dimensions and handicapped accessible features if needed.
- C. Section view through the building detailing the size and type of materials used and how they are to be assembled.
- D. Additional information may be required for commercial and multi-family structures or for other unusual or hazardous structures.

After you submit your plans and your permit application, the building official will review your application and will issue the permit. You will be contacted and your permit can be picked up and paid for at City Hall during regular business hours.

Below are some sample drawing and specifications that typically show the information required on your plans. Your plans should be large enough to show sufficient dimensions and detail.



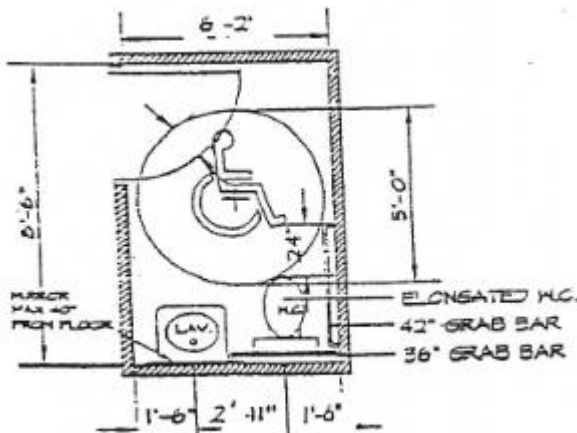
EXAMPLE SITE PLAN



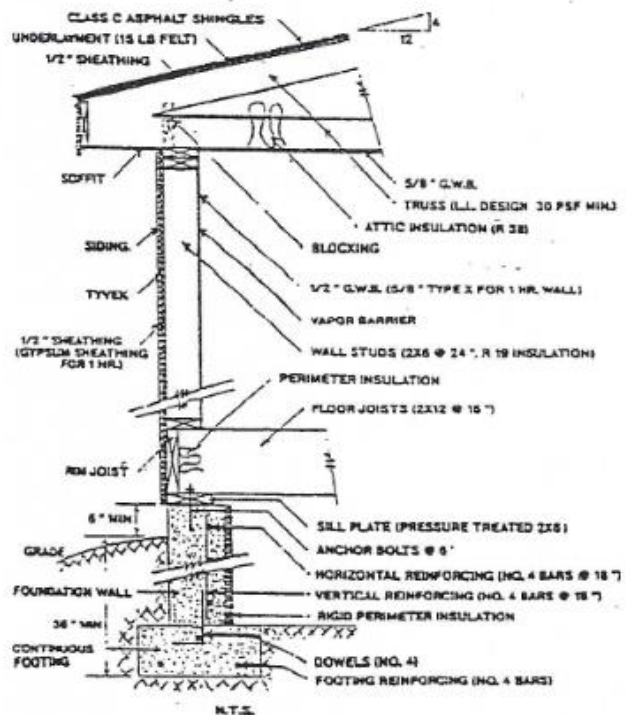
- NOTES:
1. ACTUAL FLOOR PLAN MUST BE DIMENSIONED
  2. PANIC HARDWARE SHOWN ON DOOR SCHEDULE
  3. EXIT SIGNING & LIGHTING SHOWN ON DETAILS
  4. BUILDING ACCESS ON DETAILS
  5. WINDOWS & INTERIOR FINISH ON SCHEDULES

N.T.S.

EXAMPLE BUILDING FLOOR PLAN



TYPICAL HANDICAP TOILET



EXAMPLE EXTERIOR WALL SECTION

Contact the ARP Hotline at 406-291-5335 before starting any job with potential asbestos exposure risks.

ARM 17.74.354 Inspection Requirements for Demolition and Renovation Activities (1) Prior to any demolition or renovation of a facility, the owner or operator shall ensure the facility or part of the facility where demolition or renovation actions will occur is thoroughly inspected by a department-accredited asbestos inspector in accordance with this subchapter.

There are a number of places asbestos may be found in a home, yard or construction site. It is important for contractors to recognize the risks not only for themselves and employees, but for the homeowner and family as well.

**What to consider before renovating or demolishing:**

- **Do** contact the ARP Hotline before renovating or demolishing
- **Do** check local, state and federal regulations regarding renovation and demolition of buildings.
- **Do** use point-of-cut ventilation techniques when pulling, cutting or accessing behind boards or wall coverings.
- **Do** use a HEPA vacuum at the point of access or disturbance to minimize dust migration and lessen potential exposure.

**Demolition:**

- **Do** use water to moisten the area being demolished to minimize dust.
- **Do** rinse off any equipment with in the work area.
- **Do** keep all debris wet and covered with a tarp during transportation.
- **Do** dispose of debris according to local, state and federal laws including landfill specific requirements.

**You may come into contact with vermiculite during:**

- **Renovating:** Removing old carpets or drywall, installing ceiling fans or removing wall outlets, taking down walls, putting in windows
- **Routine landscaping:** Gardening, rototilling or mowing
- **Extensive digging:** Septic systems, sprinklers or water lines

**If you find possible vermiculite:**

For a small quantity, such as a handful of vermiculite, found outside, wet it and call the ARP Hotline. If possible, leave the material alone. Regular dust masks are not effective in reducing exposure to LA.

High efficiency particulate air (HEPA) filter vacuums are effective on small quantities of vermiculite indoors. NEVER vacuum vermiculite with a regular vacuum. Use a HEPA vacuum to remove dust from previously inaccessible locations such as under recently removed carpets, appliances and furniture.

For larger quantities of vermiculite, do not disturb the material. Do not vacuum, even with a HEPA vacuum. Leave the material alone and call the ARP Hotline. If it is a place you intend to work in, cover the vermiculite and call the ARP Hotline.

## PERMIT FEES

TOTAL VALUATION	FEE
\$1 TO \$500	\$24
\$501 TO \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,000 to \$5,000,000	\$6,327 for the \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof

### 24.301.139 DEPARTMENT OF LABOR AND INDUSTRY

24.301.139 INVESTIGATION FEES ASSESS FOR WORK COMMENCING WITHOUT BUILDING PERMIT (1) In accordance with Subsection 108.4 of the International Building Code, the department shall assess investigation fees for any work commenced on a building or structure before obtaining the necessary permits. The investigation fees will be fifty (50) percent of the combined plan review and building permit fee, with a minimum fee of \$250.00 and a maximum fee not to exceed \$1,000. (History: 50-60-104, 50-60-203, MCA; IMP, 50-60-103, 50-60-104, 50-60-201, MCA; NEW, 2004 MAR p. 2103, Eff. 09/3/04.)

Rules 24.301.140 and 24.301.141 reserved

For any questions, please contact the City of Troy Building Inspector:

David Jones  
Phone: 406-295-9851  
Email: [building.inspector@troymt.net](mailto:building.inspector@troymt.net)



Permit # \_\_\_\_\_ Receipt # \_\_\_\_\_ Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

## CITY OF TROY BUILDING PERMIT APPLICATION

Return this application along with all required plans and specifications to the City Building official or City Hall at 301 E. Kootenai Avenue, Troy.

Property Location: \_\_\_\_\_

Owner: \_\_\_\_\_ Address & Phone \_\_\_\_\_

Contractor: \_\_\_\_\_ Address & Phone \_\_\_\_\_

Designer: \_\_\_\_\_ Address & Phone \_\_\_\_\_

Electrician: \_\_\_\_\_ Address & Phone \_\_\_\_\_

Plumber: \_\_\_\_\_ Address & Phone \_\_\_\_\_

Describe the nature of the project and its use:

Type of project:

Commercial  Residential  New  Addition  Alteration  Repair  Move  
 Demolition

Describe the nature of the project: \_\_\_\_\_

Estimated total cost (labor and materials) \$ \_\_\_\_\_

### BY EXECUTING THIS APPLICATION IT IS AGREED THAT:

1. The information supplied is true and correct.
2. This project may be subject to other laws and regulation, including but not limited to Federal and State Regulations, ADA handicapped requirements, energy Code requirements or zoning regulations.
3. This permit is issued as described on the plans submitted. Any changes must get additional approval.
4. Separate electrical, plumbing, and mechanical permits issued by the State of Montana are required.
5. Construction of the proposed project may not be started until the fees are paid and the permit is issued. An additional investigation fee of up to fifty percent (50%) of the total permit fee may be charged for projects started without a permit.
6. A certificate of occupancy needs to be issued before the building can be used.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_





## INSPECTION RECORD

PERMIT NUMBER: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHYSICAL ADDRESS: \_\_\_\_\_

REMEMBER 2009 IBC-IRC required the permit holder to notify the building official when work is ready for inspection.

Contact Inspector: David Jones at 406-295-9851

FOUNDATION INSPECTION: To be made after the footings are poured and any required forms for foundations are in place.

Date Inspected: \_\_\_\_\_ Signed: \_\_\_\_\_

CONCRETE SLAB OR UNDERFLOOR INSPECTION: To be made after all in slab service equipment is in place, but before any concrete is poured, or after all service equipment is installed in a crawlspace.

Date Inspected: \_\_\_\_\_ Signed: \_\_\_\_\_

FRAME INSPECTION: To be made after the roof, all framing, fire blocking and bracing are in place. All vents, chimneys, ductwork and piping are in place and rough in plumbing and rough in electrical are approved.

Date Inspected: \_\_\_\_\_ Signed: \_\_\_\_\_

ENERGY CONSERVATION INSPECTION: To be made after all air barriers, ceiling and wall insulation, floor insulation or crawlspace insulation, HVAC and basement insulation is installed.

Date Inspected: \_\_\_\_\_ Signed: \_\_\_\_\_

GYPSUM BOARD INSPECTION: To be made after all gypsum board is in place but before any plastering is applied to joints and fasteners.

Date Inspected: \_\_\_\_\_ Signed: \_\_\_\_\_

FINAL INSPECTION: To be made after the building is substantially completed and ready for occupancy.

Date Inspected: \_\_\_\_\_ Signed: \_\_\_\_\_

**BUILDING PERMIT  
CITY OF TROY  
MONTANA**

*(Applicant to complete)*

PERMIT NUMBER: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_

OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

CONSTRUCTION VALUE: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_

CONSTRUCTION TYPE: \_\_\_\_\_

Compliance with the requirements of the state building code for physical accessibility to persons with disabilities does not necessarily guaranteed compliance with the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the Fair Housing Amendments Act of 1988, Title 49, Chapter 2, commonly known as the Montana Human Rights Act or other similar federal, state or local laws that mandate accessibility to commercial construction of multifamily housing.

DAVID JONES

BUILDING INSPECTOR  
CITY OF TROY  
(406) 295-9851