

APPLICATION FOR A **RESIDENTIAL** BUILDING PERMIT  
WITHIN THE CITY LIMITS OF THE CITY OF SIDNEY

Name of Applicant: \_\_\_\_\_  
Owner of Property: (land) \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Nature of Permit: \_\_\_\_\_  
Location of Building: \_\_\_\_\_  
Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

The following information is to be provided with this application before a building permit for a new structure (larger than eighty (80) square feet) or addition to an existing structure may be obtained:

1. \_\_\_\_\_ SITE PLAN: plan should show: see back of application for detailed checklist
  - A. \_\_\_\_\_ Property Lines
  - B. \_\_\_\_\_ Street & Alley right-of-ways
  - C. \_\_\_\_\_ Exterior dimensions of building
  - D. \_\_\_\_\_ Set backs (distances) from property lines to building roof overhang
  
2. \_\_\_\_\_ CONTRACTOR:
  - A. Proof of Montana Contractor License Yes \_\_\_\_\_ No \_\_\_\_\_
  - B. Proof of Liability Insurance Yes \_\_\_\_\_ No \_\_\_\_\_
  - C. Proof of Worker's Compensation Coverage Yes \_\_\_\_\_ No \_\_\_\_\_
  - D. State Plumber Permit (required) Yes \_\_\_\_\_ No \_\_\_\_\_
  - E. State Electrical Permit (required) Yes \_\_\_\_\_ No \_\_\_\_\_
  - F. As the homeowner, it is your responsibility to ask for the above items; if the contractor does not have the above insurances or permits, you become responsible for "on the job" accidents.
  
3. \_\_\_\_\_ DRAINAGE:
  - A. Single family residences should have a minimum of 5% slope to the front or rear of the property. Example: a home would need 21 inches of elevation for the ground level at the foundation to the top of the street curb if the residence is located 35 feet from the curb (.05 x 35 = 1.75 feet or 21 inches)
  - B. Multiple family or apartment complexes may be required to submit a detailed drainage plan.
  
4. \_\_\_\_\_ SANITARY SEWER & WATER SERVICE: (connection fees will be determined at time of permit)
  - A. Will this connection require a new water connection fee? Yes \_\_\_\_\_ No \_\_\_\_\_
  - B. Will this connection require a new sewer connection fee? Yes \_\_\_\_\_ No \_\_\_\_\_
  
5. \_\_\_\_\_ FLOOD ZONE:
  - A. Is this site in a flood zone? Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*If yes, the local floodplain administrator must review the plans.
  
6. \_\_\_\_\_ REVIEW: Review by the Sidney Public Works Department is required before a building permit is issued if:
  - A. The permit is for new construction on an unoccupied parcel. A parcel is considered unoccupied if a previously existing building has been removed.
  - B. The construction will include additional water or sewer facilities.
  - C. The construction includes curb and gutter, driveway or sidewalk work within the street right or way.

Signature: \_\_\_\_\_  
Property Owner/Applicant

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Director of Public Works \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Date \_\_\_\_\_

SPECIAL PROVISIONS: \_\_\_\_\_ A VALID BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION CAN BEGIN. \_\_\_\_\_

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