



**Lewis and Clark County
Community Development and Planning**

316 N. Park Ave. Room 230
Helena, MT 59623
Phone: 406-447-8374
Fax: 406-447-8398
E-mail: planning@lccountymt.gov



PRIOR TO ANY CONSTRUCTION, THE FOLLOWING PERMITS ARE REQUIRED:

_____ **Approach permit for construction of a driveway**

- If the roadway is hard-surfaced, then the driveway approach must be hard-surfaced for a minimum of 15 feet from the roadway (asphalt mat or concrete).
- If the roadway is gravel, then the driveway approach may be gravel.
- A culvert may be required if the driveway approach crosses over a ditch.
- **Temporary approaches are prohibited without a permit.**

Date of Application: _____ **Date Permit Issued:** _____

➤ Contact No.: (406) 447-8374

_____ **Address**

- An address is required prior to receiving a septic permit. Address plaques may also be purchased from the County, Room 230.

Date of Application: _____ **Date Address Issued:** _____

➤ Contact No.: (406) 447-8374

_____ **Septic permit**

- Septic tanks and/or septic systems require a permit.

Date of Application: _____ **Date Permit Issued:** _____

➤ Contact No.: (406) 447-8351

_____ **Electrical permit**

- If installing electrical, an electrical permit from the State (Department of Labor and Industry) is required for **all** construction.

Date of Application: _____ **Date Permit Issued:** _____

➤ Contact No.: (406) 841-2040

_____ **Plumbing permit**

- If installing plumbing, a plumbing permit from the State (Department of Labor and Industry) is required for **all residential construction in which a contractor performs the work and for all non-residential** construction.

Date of Application: _____ **Date Permit Issued:** _____

➤ Contact No.: (406) 841-2040

_____ **Building permit**

- A building permit from the State (Department of Labor and Industry) is required for **all non-residential** construction.

Date of Application: _____ Date Permit Issued: _____

➤ Contact No.: (406) 841-2040

_____ **Floodplain development permit**

- A floodplain development permit will be required when a structure is being built within the 100-year floodplain. Development within the floodway is prohibited. Contact the Floodplain Administrator to determine whether or not the property is located within the 100-year floodplain and/or floodway.
- Flood Insurance may be required for all structures within the 100-year floodplain and/or floodway.

Date of Application: _____ Date Permit Issued: _____

➤ Contact No.: (406) 447-8285

PRIOR TO ANY CONSTRUCTION, THE FOLLOWING ITEMS SHOULD BE EXAMINED:

_____ **Are there any of the following items shown on the Certificate of Survey (COS# _____) for the property that will limit the location of planned structures, fencing, etc.:**

_____ **Easements for:**

- _____ Roads, driveways, or other means of access (public and private)
- _____ Utilities (public and private)
- _____ Drainages and/or detention/retention ponds
- _____ Other

_____ **“No-build” Zones that prohibit structures, wells, drain fields, etc.**

_____ **“No Access” Restrictions that prohibit access onto adjacent roadways**

_____ **Building Envelopes**

_____ **Water Body Setbacks**

➤ A copy of the COS can be found filed at the Clerk and Recorder’s Office, Room 113 of the City-County Building.

_____ **Zoning** (Zoning: _____)

- If the property is zoned, there may a list of uses allowed for the property.
- If the property is zoned, there may be height restrictions for buildings.
- If the property is zoned, there may be a minimum distance from property lines, road easements or rights-of-way, and/or water bodies for all structures (setbacks).
- If the property is zoned, there may be other requirements and/or restrictions placed on the property.

➤ Contact No.: (406) 447-8374

_____ **Subdivision** (Name of Subdivision: _____)

- Has the property been reviewed as a subdivision? If so, there may be an Approval Statement that will specify the use of the property. There may also be covenants and/or a weed or livestock management plan or other plans for the property. In addition, the developer of the subdivision may have entered into a Subdivision Improvements Agreement (SIA) for any remaining improvements that have not yet been completed.

➤ Contact No.: (406) 447-8374

_____ **Covenants**

_____ Are there any private covenants that have been placed on the property? If so, these covenants may include specific notifications, requirements, and/or restrictions for the property.

- A copy of these covenants can be found filed at the Clerk and Recorder's Office, Room 113 of the City-County Building. (Book _____ Page _____)

_____ If the property was reviewed as a subdivision, there may be covenants placed on the property by the County. If so, these covenants may include notifications, setback requirements, no-build zones, and/or other restrictions.

- A copy of these covenants can be found filed at the Clerk and Recorder's Office, Room 113 of the City-County Building. (Book _____ Page _____)

_____ **Floodplain**

- Is any portion of the property located within the 100-year floodplain? If so, there may be a restriction prohibiting any development within this area(s). Even if there is no restriction prohibiting construction in the 100-year floodplain, a floodplain development permit will be required prior to any construction.
- Is any portion of the property located within the floodway? If so, development within the floodway is prohibited.

- Contact No.: (406) 447-8285

_____ **DEQ approval**

- If the property was reviewed by the Montana Department of Environmental Quality (DEQ) for water, wastewater, and storm water, make certain that location of the well, the septic tank, and the drain field do not violate the approval. In addition, the approval letter from DEQ may specify the use of the property.

- A copy of the DEQ approval letter can be found at the Clerk and Recorder's Office, Room 113 of the City-County Building. (Document No. _____ Date _____)