



Semi-Permanent Food Establishments and Mobile Food Units Requirements

Building Division:

- Building code compliance conducted using the adopted Building Code group, including plumbing, mechanical and electrical codes.
- Kiosk structures that are pre-built owner and/or manufacturer, shall contact the State of Montana Factory Built Building program at <https://bsd.dli.mt.gov/building-codes-permits/permit-applications/factory-built-buildings/> for building code certification and labeling requirements.
- All structures required to be located on foundation as allowed in building code.
- All structures required to be connected to City water and sewer as required by City Code. However, semi-permanent structures for food vending operations can hook to city services or use holding tanks for graywater and domestic water supply.
- Building Division uses site plan described below to confirm compliance with applicable adopted building, plumbing, mechanical and electrical codes.
- Where restroom facility is not provided, applicant must provide a signed letter agreement to city for use of facilities from an adjacent business.
- Contact Lewis & Clark County Health Department for food establishment health code requirements. These requirements may be in addition to City division requirements.

Zoning Review:

- Verification of Zoning District for both new construction and business license
- All structures reviewed will be based upon proposed use of the structure.
- Site plan review, as described below, will be used to verify compliance for zoning elements such as setbacks, lot coverage, off street parking and landscaping.

City Engineering/Public Works:

- Reviews projects for requirements located in rights-of-way or easements for public utilities such as water and sewer lines, curb cuts.
- Public Works uses site plan described below for their review process.

Site Plan Requirements:

- Site Plan is used by multiple City departments and divisions. Site plan shall include the following information. Additional information may be requested based on the specific project.
 - Lot size and dimensions.
 - Location of required setbacks in relation to adjacent property lines for the proposed structure.
 - Location and size of all structures existing or proposed on a developed or vacant lot
 - Location of any proposed or existing water and sewer lines
 - Location of electrical lines.
 - Location of sight distance triangle if site is corner lot location.
 - Curb cut and storm drainage location and information
 - Dumpster location
 - Location of required off street parking and ADA spaces for
 - Existing use(s) of the lot.
 - Number parking spaces required for new structure and its use.
- Landscaping and screening plan indicating the current landscaping and any proposed changes or required changes or additions.