



Pre-Application Meeting Checklist



Project Name:
Project Location:

2825 3rd Ave. N.
Billings, MT. 59101
P 406.657.8271

Jessica Fust
Building Official

Pre-application meetings are required for commercial projects over \$1 million in valuation. This checklist must be completed and emailed to permits@billingsmt.gov. The time and date for the meeting will be scheduled dependent on the availability of staff members to attend. The meeting will include staff from Planning, Building, Fire, Engineering, Public Works, and Environmental Affairs. The meeting will not be scheduled until all required documents have been received.

Please provide the following documents when requesting a pre-application meeting:

- Site Plan
- Building Code Analysis to include:
 - Building construction type, number of stories and area
 - Occupancy types, areas, and occupant loads
 - Occupancy separations, accessory and incidental use areas
 - Egress plan
- Exterior Elevations

Please indicate if any of the following systems will be installed:

- Fire Sprinklers
- Standpipe
- Fire Alarm
- Kitchen Hood – Type I or Type II
- Elevator
- Grease interceptor
- Floor or trench drains in vehicle bays
- Paint booth

Please indicate if the building will be used for any of the following:

- Storage Racking
- Hazardous Material use or storage
- High-piled storage

Contact Information:

Owner:
Email:
Phone:

Design Professional:
Email:
Phone: