

# ***Red Lodge Fire Rescue***

## **City of Red Lodge Commercial Construction Permit Instructions**

In an effort to increase the life safety features of commercial buildings within the City of Red Lodge, a permit is required from Red Lodge Fire Rescue for buildings with fire protection features that require design review. Below you will find detailed instructions on this process, including how to complete the application for a permit. Please feel free to contact Tim Ryan at 446-2320 for any questions or concerns regarding this process.

**Step 1:** Complete the attached “Commercial Building Construction Permit Application.” If you do not have a physical address issued by the City of Red Lodge, complete the attached “City of Red Lodge Address Request.” Your Construction Permit application must include the following items:

- 1)** A written description of the fire protection features of the building, including any proposed alarm systems, suppression systems, kitchen hood systems, hazardous materials storage areas. This description must also include the occupancy classification for the building.
- 2)** Location of proposed or closest existing fire hydrant and fire department connection for sprinkler systems (for buildings with automatic sprinklers only). Once the permit is received, a flow test will be conducted for the purpose of fire suppression system design.
- 3)** Complete scale site plan of the proposed building or addition, including the total square footage of the building, and intended use. Plans must display all access to the building from public streets and private driveways.

**Step 2:** Attach a check payable to Red Lodge Fire Rescue for the amount required in the fee schedule, based on the type of construction being completed. Each required permit is \$75.00. If you require an address, the fee is \$100.00.

**Step 3:** **Submit your application with the amount due to:**

**Red Lodge Fire Rescue  
Assistant Chief Tim Ryan  
801 N. Broadway  
PO Box 318  
Red Lodge, MT 59068**

**Step 4:** Once your plans are reviewed and an address has been issued (if applicable) the City of Red Lodge Planning Department will be notified that a permit from the Fire Department has been issued. You will receive a copy of the permit.

**Step 5:** Included with your Construction Permit fees are reviews of all fire protection and fire alarm systems and any special fire suppression systems such as kitchen hoods. In some circumstances, buildings that are complex or have systems that Red Lodge Fire Rescue cannot provide plan review for, you will be contacted and will be responsible for third party plan review fees if required. If deficiencies are found in the design of your fire protection systems, you will be notified. You may be billed an hourly rate of \$100.00 / hour for resubmitted plans if a new plan review is required.

**Site visits will be scheduled by the Fire Department to ensure that systems are being properly installed and that the Fire Department Connection is correctly placed.**

**Step 6:** Once construction is complete, a final inspection for your occupancy will be scheduled. There is a \$35.00 to \$75.00 inspection fee due at the time of the inspection. All alarm and suppression systems will be tested for compliance at this time. If the inspection is successfully passed, the City of Red Lodge Planning Department will be notified that all fire protection features of the building are in compliance.

# Red Lodge Fire Rescue

## Commerical Building Construction Permit Application

Project Name:	
Project Address:	
Project Start Date:	Project Completion Date

*If building has not been issued an address by the City of Red Lodge, please complete and attach the City of Red Lodge Addressing Application*

### Contact Information

Name	Title
Phone	Building Owner (if different)
Email	Primary Contact's Relationship to Project
Mailing Address	

### Permit Information

*Please check all permits requested below. See 2012 International Fire Code 105.7 for further information.*

<input type="checkbox"/> Automatic Fire Extinguishing Systems	<input type="checkbox"/> LP-gas systems
<input type="checkbox"/> Compressed Gasses	<input type="checkbox"/> Private fire hydrants
<input type="checkbox"/> Fire Alarm and Detection Systems	<input type="checkbox"/> Spraying or dipping operations
<input type="checkbox"/> Fire pumps and related equipment	<input type="checkbox"/> Standpipe Systems
<input type="checkbox"/> Flammable and combustibile liquids	<input type="checkbox"/> Other
<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Other
<b>Enter total number of permits here:</b> <input type="text"/>	<b>(x \$75.00) Total Permit Fees:</b> <input type="text"/>

*Please make check payable to Red Lodge Fire Rescue*

By signing below, you acknowledge that you have read and understand the applicable ordinances governing the issuance of this permit. You may be liable for additional charges for resubmittals at the standard hourly rate for fire plan review (see current Red Lodge Fire Protection Ordinance for fee information). Please contact the Fire Inspector for questions or concerns regarding this application. This permit application must be completed in addition to any application process required the the City of Red Lodge Planning and Building Departments. Your building must be built in accordance with all applicable adopted state and local codes.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Printed Name of Applicant	Signature of Applicant	Date

### Supplemental Documents:

*For a description of these items, please see the instructions for completing this form*

<input type="checkbox"/> Written description of the fire protection features of the building, proposed use, and occupancy classification
<input type="checkbox"/> Completed City of Red Lodge Addressing Application (where required)
<input type="checkbox"/> Map showing locations of nearest existing or any proposed fire hydrants (for buildings with automatic sprinklers only)
<input type="checkbox"/> Two complete sets of plans (one printed, one electronic), including total building square footage and all access to building
<input type="checkbox"/> Payment in full for permit and addressing fee (if applicable)

### For Office Use Only:

Date Received:	Received By:
Check Number:	Check Amount:

# ***Red Lodge Fire Rescue***

## **Fire Prevention and Safety Fee Schedule**

### **Inspection and Other Fees**

Open Burning Permits	No Fee
Addressing	\$100.00 / lot
Standard Hourly fee	\$100.00
Inspections	
Minimum	\$ 35.00
General	\$ 50.00
Assembly / Hazard	\$ 75.00

### **Construction Permit Fees**

All Construction Permits	\$75.00
--------------------------	---------

### **Required Permits:**

- Automatic Fire Extinguishing Systems
- Compressed Gasses
- Fire Alarm and Detection Systems
- Fire pumps and related equipment
- Flammable and Combustible Liquids
- Hazardous Materials
- LP-Gas Systems
- Private Fire Hydrants
- Spraying or Dipping Operations
- Standpipe Systems

**If you have any questions or concerns, please contact the Fire Inspector:**

### ***Red Lodge Fire Rescue***

**Tim Ryan, Assistant Chief  
801 N Broadway  
PO Box 318  
Red Lodge, MT 59068  
406-446-2320**

# Red Lodge Fire Rescue

## Address Request Form

Date	First Name	Last Name
<b>Please Check One:</b>	_____ New Address Request	_____ Change of Address

Current Physical Address	
Current Mailing Address	
City, State, and Zip Code	
Phone:	Email (to receive electronic notification):

Type of Structure (i.e. mobile home, single family, apartment, commercial)
Legal Description of Property
Please provide a brief description of your addressing request and location of property to be addressed (legal, road name, subdivision name, or draw a map on the back of this form)

An addressing fee of \$100.00 is due at the time of request. Please return the completed form and payment, made to "Red Lodge Fire Rescue" to **Red Lodge Fire Rescue, PO Box 318, Red Lodge, MT 59068-0318**. For any questions concerning this form, please contact Jon Trapp at 406-446-2320.

Printed Name of Applicant	Signature of Applicant	Date
---------------------------	------------------------	------

### For Office Use Only:

Date Received:	Received By:
Check Number:	Check Amount: