

Attached is the Pre-Construction Safety Review (PCSR) address application and samples of site plan drawings that have been used in the past to correctly address a property.

You will need to coordinate with the Madison County Sanitarian's Department as they give us the ok to address your property and they issue the construction/demolition permits as well as septic permitting. You can contact Kacey, Zoe, or Zach at 406-898-4338 or ksmart@madisoncountymt.gov.

For your convenience, see the link to the Montana Cadastral to aid you in finding your property on a map: <http://svc.mt.gov/msl/mtcadastral> and filling out your application.

You can use any interactive map (i.e. Google Earth, Bing maps, online mapping system, etc.) to draw your site plan. We don't need architectural plans of the structure as a whole. What we're mainly concerned with is where the driveway and the road meet, showing the parcel zoomed out + 20% showing road names, landmarks, adjacent properties, etc., and noting where the structure will be.

Once we've received your completed site plan and can proceed and ensure coordination with all departments has been made, we will assign a temporary address. You'll then receive a letter via email from the Office of Emergency Management after they've reviewed your site plan. Make sure to sign that letter and return it to them. They'll then notify our office that you've signed the letter. The GIS department will then, in turn, begin the process of converting your temporary address into a permanent 911 address.

Here are some links that will be of use to you:

<https://bsd.dli.mt.gov/building-codes-permits/permit-applications/building-permits/>
(State of MT Electrical and Plumbing Permitting)

Sanitarian's Office Links:

<https://madisoncountymt.gov/240/Construction-Demolition> (Madison County Construction/Demolition Permit issued by Sanitarian's Office)

<https://madisoncountymt.gov/247/Septic-System-Information> (Madison County Septic Application/Waste Water Treatment Application issued by Sanitarian's Office)