



CITY OF HELENA  
COMMUNITY DEVELOPMENT DEPARTMENT \* BUILDING DIVISION  
316 N. PARK \* HELENA, MT 59623 \* 406-447-8438

**PARTIAL PERMIT APPLICATION REQUIREMENTS**  
MINIMUM PLAN SUBMITTAL REQUIREMENTS FOR PARTIAL CONSTRUCTION OF NEW  
COMMERCIAL BUILDINGS  
**FOUNDATION ONLY PERMITS**

**SUBMIT A MINIMUM OF:**

- **FOUR (4) COMPLETE SETS OF FOUNDATION PLANS, DETAILS AND SPECIFICATIONS, INCLUDING COMPLETE SITE/CIVIL PLANS, PARKING AND LANDSCAPING PLANS, PLANS AND SPECIFICATIONS FOR ANY AND ALL UNDERGROUND UTILITIES FOR MECHANICAL, PLUMBING AND ELECTRICAL ELEMENTS.**
- **TWO (2) SETS OF STRUCTURAL, MECHANICAL, PLUMBING & ELECTRICAL CALCULATIONS OF SYSTEMS THAT WILL OCCUR UNDER THE SLAB.**
- **TWO (2) ADDITIONAL SETS OF SITE/CIVIL PLANS, INCLUDING STORMWATER DRAINAGE & GRADING PLANS AND CALCULATIONS.**

**CURRENT APPLICABLE CODES:**

2012 International Building Code (IBC)	2012 International Fuel Gas Code (IFGC)
2012 International Mechanical Code (IMC)	2012 Uniform Plumbing Code (IAMP)
2012 International Existing Building Code (IEBC)	2014 National Electrical Code (NEC)
2012 International Energy Conservation Code (IECC)	2012 International Fire Code (IFC)

Codes have been amended and modified by State of Montana Administrative Rules (ARM's), Title 24, Chapter 301. Full text is available at <http://www.mt.gov/dli/bsd/bc/rules.asp> .

Indicate compliance with City of Helena City Code for all land use, infrastructure, zoning rules and regulations. Full text is available at <http://www.sterlingcodifiers.com/MT/Helena/index.htm>.

**Commercial plans shall be prepared by a Montana licensed design professional – either an architect or engineer as appropriate for the specific project. Submittal shall include, but not be limited to: Site/civil plans, storm drainage plans and calculations, structural, architectural, mechanical, electrical and plumbing plans and energy code compliance certificate. All plan sheets shall be stamped and signed by the design professional responsible for plan preparation.**

**THE FOLLOWING INFORMATION MUST BE CONTAINED WITHIN YOUR SUBMISSION TO BE CONSIDERED A COMPLETE SUBMITTAL IN ORDER TO PROCESS YOUR PLANS IN A TIMELY AND CONSISTENT MANNER. INCOMPLETE SUBMITTALS WILL BE RETURNED TO THE APPLICANT UN-REVIEWED.**

1. **Site / Civil Plans                      Utility One-Call Locate - 811**
  - \* Legal description, property tax GEO Code, property address and zoning district designation.
  - \* Property boundary dimensions and distances to the street curb and public walks.
  - \* Easements or other encumbrances on the property.

- \* Size and location of existing and/or proposed structures, and distance from structures to property boundaries.
  - \* Topography plan of site and/or elevation of property corners and site grades adjacent to proposed construction and elevations of the finished floor, curb approaches, etc.
  - \* Location of all site utilities, size of water and sewer services to city mains, new or existing vehicular access points to the property (curb approaches, etc.), fire hydrant(s) within the frontage or by reference from a fixed point, boulevard type sidewalk and required boulevard landscaping in accordance to Title 7, Chapter 4 and all pertinent zoning requirements per City Code Title 11. If new infrastructure is required, plan approval is required.
  - \* Required parking per City Code Title 11, Chapter 22.
2. All developments with more than 5,000 square feet of impervious area must supply a grading and drainage plan prepared by a Montana Licensed Engineer that complies with Chapter 4 of the City of Helena Engineering Standards. If the development is being served by a regional detention pond, a letter from an engineer must be provided that certifies that the regional plan was designed to accommodate the proposed development. In addition to the grading and drainage plan any development that disturbs more than 1 acre of land must provide an engineered Storm Water Pollution Prevention Plan (SWPPP) that complies with Chapter 6-6-15 of the Helena City Code and the Engineering Standards. If new infrastructure is required, plan approval is required.
  3. All commercial, and residential plans larger than a 3-plex, must provide landscaping plans listing plant materials, sizes, type of irrigation and indicating square footage of the various planting areas, as required by City Code Title 11, Chapter 24.
  4. Engineered footing and foundation plan, architectural plans for reference with foundation only plans to including floor plans (label use of all rooms), interior and exterior elevations and general building cross sections. Architectural plans shall give enough information for the overall building to ensure loading and design of foundation system is sufficient.
  5. Foundation structural plans and specifications stamped by Montana licensed engineer for structural support systems, beams, unusually loaded walls or footings, and conditions requiring lateral bracing design. Provide structural calculations and soils investigation report.
  6. Mechanical, plumbing and electrical plans, details, schedules and specifications stamped by Montana licensed engineers for the specific systems that will occur under the slab. Plans must indicate compliance with IBC, IMC, UPC and NEC.



CITY OF HELENA  
COMMUNITY DEVELOPMENT DEPARTMENT \* BUILDING DIVISION  
316 N. PARK \* HELENA, MT 59623 \* 406-447-8438

**REQUEST FOR BUILDING PERMIT FOR PARTIAL CONSTRUCTION  
FOUNDATION ONLY PERMITS**

TO: Building Official, City of Helena, Montana

Pursuant to the provisions of the International Building Code, Section 107.3.3, the undersigned requests a building permit be issued for: (describe portion of work) \_\_\_\_\_

for the proposed building to be located at (address): \_\_\_\_\_

and identified as Plan File Number (Log No.): \_\_\_\_\_

Acknowledgment is made that the review of plans for the full extent of the construction work has not been completed and that all required conditions of a zoning review or land use approval process may not have been determined or completed.

We recognize proceeding with construction at this time is based on a partial building review and is approval for the described portion of the work only. The partial construction is subject to Public Works prior approvals of infrastructure (sewer, water and storm drainage) as may be required or intended for the project. If there are no unacceptable life-safety or infrastructure issues, the requested construction will occur entirely at our own risk, with no assurance that permits for the balance of the construction work and/or any land use approval will be granted; or that all zoning issues have been identified and have or will be able to be satisfactorily resolved with or without any applicable variance process.

We further absolve and hold harmless the City of Helena, MT and employees thereof, of all responsibility for any consequences arising from the issuance of a partial permit. We do further agree that any work performed under this permit will be removed or otherwise corrected to the extent that may be necessary to be in accord with the requirements of the building code and the final approved plans, land use or zoning approvals at such time as full permits for the construction work are granted. We accept the responsibility for and will notify the City, as with any other project, when work is ready for required inspections so that the City Building Division can monitor the progress of that portion of the work for compliance with the applicable building codes or related approval requirements set forth in city code in the expectation that ultimately a full permit with the proper approvals will be forthcoming.

It is agreed that the City of Helena, MT and employees thereof, will not be liable for any expenses incurred as a result of our ultimate failure to obtain full project approval or from the removal or correction of work installed pursuant to the partial permit which may be necessary to comply with final approved plans.

Owner:

\_\_\_\_\_  
Print Signature Date

Engineer/Architect:

\_\_\_\_\_  
Print Signature Date

Contractor:

\_\_\_\_\_  
Print Signature Date