



CLARIFICATION/ENFORCEMENT MEMO

Community Development Department

Building Division

447-8437

Date: December 16, 2014

From: Jon Pallister
Chief Building Official
City of Helena Building Division

Enforcement effective date: Immediately
Building Permits for all Sewer and Water Taps, and Street Openings

Subject: Street Opening Permits for all Sewer and Water Taps and Street Openings, Revised

Effective immediately, the City of Helena Building Division will require permits for main sewer and water line repairs, main sewer and water line taps and street openings by plumbing and excavation contractors to be purchased from the Building Division. A traffic plan will be required to be approved by the City of Helena Engineering Division in order for the plumbing and excavation permits to be purchased from the Building Division. Previously, it was required that both the plumbing contractor and the excavation contractor be present at the same time to purchase the permits. To help limit time, permits may now be purchased upon Engineering Dept. approval, at different times. (It is preferred that the excavation contractor purchases their permit first.) Once the excavation permit has been purchased it will be retained by the Building Division until the plumbing contractor purchases their permit. Once this has been done then the excavation permit will be given to the plumbing contractor and the job may then commence.

All street openings and work are required to follow City of Helena City Code – Title 6, Chapter 2, Section 4, Tapping Charge, Ord. 3177, 6-10-2013; Title 6, Chapter 2, Section 6, Rules 8, 9 and 10; and Title 7.

All sewer and water repairs and taps will be inspected by the Building Division's plumbing inspector, (Exception; City of Helena's Engineering Dept. infrastructure projects are to be inspected by a third party inspector.) Scheduling for the inspections is to be made 24 hours in advance through the Building Division. No work will be allowed to be covered until it has been inspected and documented.

Permit fees will be based on the current fees schedule as established by Resolution No. 19263 and City Ordinance No. 3134 passed by the City Commission and as established by City Code.

If you have questions regarding this, please call the City of Helena Building Division at 406-447-8438.

City of Helena, Montana