



CLARIFICATION MEMO
Community Development Department
Building Division

Date: March 26, 2009

From: Kimberley Mack, AIA
Senior Plans Examiner
City of Helena Building Division

Enforcement effective date: Immediately

Subject: Administrative Office Procedures
Building Fee and Plan Valuation Form

To help speed the administrative portion of the permitting process, the attached form shall be filled out by the General Contractor and submitted with the permit application or as soon as possible thereafter. The completed form must be submitted prior to preparing the plans for permitting by the Administrative Staff.

The data being requested on this form allows the related mechanical, plumbing and electrical permits to be set up in advance to expedite the permitting process for the Sub-Contractors. The form is used for both commercial and residential projects, so there may be elements not applicable to your project. Provide the data requested in each line of the form. If the item is not being installed in your project, mark (n/a) in the quantity column.

The permitting process requires the General Contractor to purchase the general building permit before the Sub-Contractors can purchase their permits. With the listed data obtained in advance, a project Sub-Contractor will be able to call ahead for permit pricing and will spend only a short period of time in our office paying for and signing the permit.

This form will also be available on the City of Helena, Building Division website at <http://www.ci.helena.mt.us/departments/community-development/building.html>

City of Helena, Montana

PLAN VALUATION

DESCRIPTION:	Construction Type (VB,VA,IIB,IIA,etc.)	SQUARE FOOTAGE	
Finished Space: Basement Floor			SF
Finished Space: Main Floor			SF
Finished Space: 2nd Floor			SF
			SF
Total Finished Space			SF
Unfinished Space			SF
Garage			SF
Decks/Porch	DECK		SF

PLUMBING FIXTURES:	QTY
Floor drains/Floor sinks	
Sinks/Drinking Fountain	
Tub>Showers	
Toilets/Urinals/Bidets	
Washing Machines	
Dishwasher	
Wall Hydrant (Hose Bib)	
Commercial Kitchen Ice Maker	
Grease Trap	
Sump Drain	
TOTAL:	

WATER METER SIZE _____

NUMBER OF SERVICES _____

DEDUCT METER SIZE _____

BACKFLOW PREVENTERS:	QTY
Fire Protection System	
Boilers	
Irrigation System	

**COMMERCIAL
ELECTRICAL
CONTRACT VALUE** \$ _____

**MECHANICAL
CONTRACT VALUE** \$ _____

OTHER:	QTY
Gas Outlets	
Hot Water Heaters	
Water Softners	