



City of Helena

Building Division

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To Our Valued 'Licensed Design Professional' Friends:

Ladies and Gentlemen – the Building Division's Policy re: Use of Stamps and Seals

The City of Helena Building Division has the long term legal responsibility to assure that the 'record' of construction for a project is fully and clearly documented and maintained. We deeply appreciate the value of the work you undertake for your clients and the clarity your essential participation provides in preparation of the construction documents. In order to best serve you, we look for the most efficient means to allocate our 'plans examination' and 'field inspection' resources to the steady stream of commercial and residential projects crossing our counter.

To those ends we rely upon the great many of you who already regularly provide your professional stamp and signature on any drawings or correspondence that you or your firm creates specific to a project submission to this office. A drawing sheet that bears your signed professional stamp indicates that the entire sheet has been designed and approved by you. There are instances when the 'Licensed Design Professional' is allowed to design specific elements and not the building or structure in its entirety. Without your direction we can only assume that when you stamp a sheet, it is your intent that everything on that page has been professionally designed. To eliminate any confusion or assumptions of what may or may not be professionally designed, we respectfully request that you identify the designed elements, i.e. lateral bracing design only, gravity load design only or a specific or single element identified as such, etc, as a qualifying statement where the whole project has not been designed. The qualifying statement shall occur on the plans with the signed and dated professional stamp. All design criteria and resolution of questions that are communicated to us in subsequent revised plan submittals or correspondence must be stamped, signed and dated by the design professional.

I request your continued cooperation in assuring the most productive outcome from our review and inspection efforts by observance of the above policy. Adequate detailing and the citing of the prescriptive provisions or code section on the plans that addresses the reviewer or inspector's question, in combination with your professional seal on the response, expedites our processes and helps keep both your and our time in resolving any design or project issues to the minimum.

Yours truly,

Brandt D. Salo
Chief Building Official