



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 and 3-PLEX OR LARGER RESIDENTIAL BUILDINGS

FOUNDATION ONLY PERMITS

CONSTRUCTION PLANS ARE ACCEPTED ELECTRONICALLY FOR ALL PLAN REVIEWS.
See "Electronic Submittal Requirements" for submittal guidelines or email CityBuilding@helenamt.gov.

CURRENT APPLICABLE CODES:

2021 International Building Code (IBC)	2021 International Fuel Gas Code (IFGC)
2021 International Mechanical Code (IMC)	2021 Uniform Plumbing Code (UPC)
2021 International Existing Building Code (IEBC)	2020 National Electrical Code (NEC)
2021 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 <https://mt.gov/>.

Indicate compliance with City of Helena City Code for all land use, infrastructure, engineering standards, zoning rules and regulations. Full text is available at www.helenamt.gov.

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. ALL SITE/CIVIL, FOUNDATION AND UNDERGROUND UTILITIES INFORMATION MUST BE SUBMITTED. 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 with 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 include 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.