



**COMMERCIAL & MULTI-FAMILY (3 UNITS OR MORE)**  
**PLAN SUBMITTAL REQUIREMENTS**  
MINIMUM PLAN SUBMITTAL REQUIREMENTS FOR  
NEW CONSTRUCTION, ADDITIONS, REMODELS OR TENANT FINISH PERMITS

Construction plans are accepted electronically for all plan reviews.  
SEE “ELECTRONIC SUBMITTAL REQUIREMENTS” FOR DIGITAL SUBMITTAL GUIDELINES OR  
EMAIL TO [CityBuilding@helenamt.gov](mailto:CityBuilding@helenamt.gov)

**CURRENT APPLICABLE CODES:** As of October 26, 2022

2021 International Building Code (IBC)	2021 International Fuel Gas Code (IFGC)
2021 International Residential Code (IRC)	2021 Uniform Plumbing Code (UPC)
2021 International Mechanical Code (IMC)	2020 National Electrical Code (NEC)
2021 International Existing Building Code (IEBC)	2012 International Fire Code (IFC)
2021 International Energy Conservation Code (IECC)	

All codes listed above have been amended and modified by State of Montana Administrative Rules (ARM's), Title 24, Chapter 301. Full text is available at <http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=24%2E301>

Indicate compliance with City of Helena City Code for all land use, infrastructure, zoning rules and regulations. Full text is available at [www.helenamt.gov](http://www.helenamt.gov)

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 UNREVIEWED. “Permit Application” must accompany all submittals for plan review and permit.

- 1. Site / Civil Plans**      Utility One-Call Locate - 811
  - ❖ Legal description, property address and zoning district designation.
  - ❖ Property boundary dimensions and distances to the street curb and public walks.
  - ❖ Easements, covenants, or other use restrictions and encumbrances on the property.
  - ❖ Size and location of existing and/or proposed structures, and distance to property boundaries.
  - ❖ Site topography with grade elevations at site corners, building corners and finish floor levels, and maximum structure height information from elevations.
  - ❖ Location of all site utilities size of water and sewer services to city mains, water entrance diagram to structure(s), and fire hydrant(s) within the frontage or by reference from a fixed point. **See City Code for water and wastewater regulations, Title 6, Chapters 2 and 3.**
  - ❖ Storm water plan and calculation requirements: 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 **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 (SWPP) that complies with **City Code, Title 6, Ch. 6 and Engineering Standards**.
  - ❖ New or existing vehicular access points to the property meeting the construction standards of curb cuts and driveway approaches that complies with **Helena City Code, Title 7, Ch. 5**.
  - ❖ Boulevard sidewalk and landscaping requirements that complies with **Helena City Code, Title 7, Ch. 4 and 10**. New sidewalks, ADA ramps and/or drive approaches within the city right-of-ways shall be ADA compliant. Do not exceed a 2 % cross slope along any traveled way or path.
  - ❖ Site landscaping plans including parking lots that comply with **City Code, Title 11, Ch. 24**.
  - ❖ Required on/off street parking and loading berths that complies with **City Code, Title 11, Ch. 22**.

2. **Building code analysis sheet(s)** – Information shall include, but not be limited to: Occupancy type, construction type, total square footage of each floor, total occupant load, occupant load and area of each space or room, location to all property lines, allowable floor area, height and number of stories. Identification and duration of fire resistive construction elements, requirements for automatic fire sprinkler system and fire alarm systems.
3. **Architectural plans and specifications** including footing and foundation plan, floor plans (label use of all rooms), interior and exterior elevations, building cross section, wall sections and details. Indicate location of any special fire- resistive construction assemblies such as fire barriers, area or occupancy separations, corridors, draftstops, etc.
4. **Provide schedules** for window sizes (fixed or openable) and their ventilation areas, rated and/or non-rated doors and hardware types, interior ceiling, wall and floor finishes (if not indicated elsewhere in plans), fire- resistive vertical and horizontal sections and copies of approved (UL or other) listed wall, penetration or joint assemblies.
5. **Structural plans, specifications and calculations** stamped by Montana licensed engineer for structural support systems, beams, unusually loaded walls or footings, and conditions requiring lateral bracing design; framing plans clearly showing joist and truss size and direction of spans. Provide structural calculations and soils investigation report.
6. **Mechanical plans, details, schedules and specifications** stamped by Montana licensed engineer for HVAC systems. Plans must indicate compliance with combustion air, smoke and fire damper requirements per IBC and IMC (size and location), and air volume and exchange rates based on the number of occupants.
7. **Plumbing plans, details, schedules and specifications** stamped by Montana licensed engineer. Provide water entrance diagram identifying all valves, controls, type of backflow protection device and meter(s). Identify all meter and piping sizes. Provide gas piping plan, sizes and specifications.
8. **Electrical plans, details, schedules and specifications** stamped by Montana licensed engineer. Provide power, lighting and special power plans. Plans shall indicate emergency lighting systems, equipment schedules, panels and load calculations and energy conservation measures.

Mechanical, plumbing and electrical equipment specifications and installation data shall be on job site at time of rough and final inspections. No changes to equipment types, location within the building or general system design shall be made without prior approval by the Building Division based on letter from design engineer authorizing the requested changes and certifying such changes comply with the respective code.

9. **Provide verification of energy efficiency compliance** with 2021 IECC or ASHRAE 90.1. Helena and Lewis and Clark County are within Climate Zone 6. Provide documentation either through IECC or by other approved energy compliance method.

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