



**Community Development Department
Building Division**
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Helena, MT 59623 406-447-8438

Helena Fire Department
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Helena, MT 59623
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helenamt.gov

Date: September 1, 2020

From: Kimberley Mack
Chief Building Official
City of Helena Building Division

Lou Antonick
Fire Marshal
City of Helena Fire Department

Fire and Life Safety Protection System Plan Review Policy

Effective Date: September 1, 2020, the following will apply to the installation of any fire and life safety system within the City of Helena.

Applicability: Fire protection systems that apply to the following requirement and will require a building permit include, but not limited to:

- Fire Alarm Systems– full or partial (including Carbon Monoxide, etc.)
- Fire Sprinkler Systems, 13, 13D or 13R including deluge, etc.
- Fire Suppression Systems – Clean agent (IFC Chapter 24 requirements)
- Fire Extinguishing Systems in Commercial Kitchen Type 1 Hoods
- And, any other fire protection system required as part of plan review and construction.

Prior to installation of any fire and life safety protection system, construction plans, specifications and details shall be submitted to the City of Helena Building Division for review approval and permitting. All plans and documents shall be designed and stamped by a licensed Fire Protection Engineer (FPE) qualified in the system being designed. This does not apply to annual inspections of these systems by licensed contractors or licensed contractors who are correcting deficient work as a result of that inspection. The Fire Protection Engineer’s qualifications shall be submitted with permit application or earlier.

The City of Helena will require a third-party review for any fire and life safety system to be installed that contains or alters 20 or more devices for fire sprinkler and fire alarm systems. The twenty devices include; panels, manual pull stations, notification and detection devices, sprinkler heads, etc. If the system contains under 20 devices or fewer than 20 devices are being altered, plans will not require the third-party review but must be submitted directly to the Building Department for review. All other fire protection systems will require third-party review regardless of number of devices.

The City of Helena does not have a preference of Fire Protection Engineers. The third-party review must be complete and include a summary, code and standard siting and all technical information for the installation of the system. The plans shall be submitted electronically to the City of Helena Building Division along with a completed permit application.

Upon completion of Fire Department and Building Division review, the final construction set will be stamped by the City and prepared for permitting. The contractor will be notified the permit is ready to issue. Permit fees shall be paid, and the approved plans and documents will be sent to the Contractor for printing. A set of approved plans shall be on the project site and proper permits have been obtained prior to beginning the system installation.

At the conclusion of the installation and final inspection and testing a set of ‘as-built’ plans shall be placed at the fire alarm control panel or sprinkler riser room for emergency personnel and system inspections.

Questions about this policy shall be directed to Fire Marshal, Lou Antonick at lantonick@helenamt.gov .