



CITY OF HELENA BUILDING DIVISION * 316 N. PARK * HELENA, MT * 406-447-8438

DEMOLITION PERMIT

PLAN SUBMITTAL REQUIREMENTS WHERE THE COMPLETE REMOVAL OF A STRUCTURE IS INTENDED

See "Electronic Submittal Requirements" for digital submittal guidelines. E-mail application and plan(s) to both rowsey@helenamt.gov and tdupree@helenamt.gov .

CURRENT APPLICABLE CODES:

2018 International Building Code
2018 International Residential Code

SUBMITTAL REQUIREMENTS:

The plan must be drawn neatly to scale and sufficiently detailed to indicate the nature of the work proposed by showing the applicable items listed below. Scale for the site plan, which may be adjusted in scale to the size of the property and the project, should not be less than 1 inch = 30 feet.

THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR YOUR PLANS TO BE
CONSIDERED AS COMPLETE. THE INFORMATION MUST BE PROVIDED IN ORDER TO
PROCESS YOUR PLANS IN A TIMELY AND CONSISTENT MANNER. INCOMPLETE
SUBMITTALS WILL BE RETURNED TO THE APPLICANT UN-REVIEWED.

1. Is the structure listed on the National Register of Historic Places or located in a historic district? (Separate application process required - City Code, Title 3, Chapter 15).
 - * All demolition permits will be reviewed by the Historic Preservation Officer.
2. SITE PLAN - The following information must be provided on the site plan.
 - * Property owner name, address and phone number.
 - * Subject property address.
 - * All property dimensions, total lot square foot area.
 - * Names and locations of adjacent streets and North arrow.
 - * Identify location of all utilities, including gas, electric, telephone and cable services. Contact One-Call Locate at 811 to locate utilities.
 - * Identify any site encumbrances – access, drainage and utility easements, encroachments or covenants.
 - * Location to nearest fire hydrant – show or provide distance reference in feet.
 - * Storm water drainage mitigation during demolition activities.
 - * Erosion control plan.
 - * Water and sewer service lines and sizes.
 - * Will water and/or sewer be used for future development? If not, utilities must be abandoned at the main per Engineering Standards.
 - * Will a street or sidewalk closure be required? (Separate Public Works Department is application required).

Site plan information will be reviewed by various City Divisions to ensure compliance with City Code and City Engineering Standards requirements including City Code, Title 3, Chapter 15, "Review process for Demolition of Historic Buildings."

NOTICE: You must notify the Montana Department of Environmental Quality (DEQ) of all projects involving demolitions. See <http://deq.mt.gov/> or 406-444-5300 for more information.