



DEMOLITION PERMIT

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

Construction documents shall be submitted through <https://www.helenamt.gov/Business/Civic-Access> online permitting portal system for all plan reviews.
E-mail citybuilding@helenamt.gov with any questions.

CURRENT APPLICABLE CODES and STANDARDS:

2021 International Building Code
2021 International Residential Code
City of Helena Engineering Standards www.helenamt.gov/Departments/Public-Works/Engineering

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 immediate re-development? Water and sewer services must be abandoned per City Code if not used for immediate redevelopment or owner must meet the requirements of the Public Works Department's "Policy for Service Line Abandonment During Demolition". Please contact the Engineering Office at 406-447-8429 for additional information.
 - * 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.