



City of Helena

ELECTRONIC SUBMITTAL REQUIREMENTS

Community Development Department
Building Division and Planning Division

This document will describe the electronic submittal requirement for permits applied for with the City of Helena Building Division. Follow these guidelines to ensure timely processing of your application.

File Size and Type

- Submittal options can be via E-mail if attachment size is less than 12MB. If the file is greater than 12MB, a OneDrive link will be set up. The use of a CD, DVD or flash drive for the submittal is also acceptable. Contact the Building Division office for E-mail and OneDrive invite.
- A permit application must be completed and signed and included with the submission for application to be processed. Application can be found at <http://www.helenamt.gov/cd/building-division.html>
- Documents must be in PDF format and zip files will not be accepted.
- PDF files shall be a minimum of 300 DPI resolution.

Plans and Documents

- Security setting must allow the City staff to mark-up, create notes, remove and insert sheets.
- All plans shall be in landscape orientation.
- Only complete submittals accepted. Once submitted, no additional information will be accepted until after the initial agency comments have been returned to the applicant.
- Plans and supporting documents shall be named and submitted as described in “FILE NAMING & STORAGE CONVENTIONS” document.
- Plans marked “Preliminary”, “Not for Construction” or similar notation will not be accepted. Plans requiring the stamp and signature of the design professional must be done at the initial submittal.
- Plans shall be drawn to industry standard scale of a clearly legible size. Example - Site plans at 1” = 20’ or larger scale and floor plans, elevation and section not less than 1/8” = 1’-0”.
- On the cover sheet of the plan set, provide a 4” wide x 6” high clear space in the lower right hand corner adjacent to title block for City approval stamps.
- On each subsequent plan sheet, provide a 2” wide x 1.5” high clear space at the lower right hand corner adjacent to or within title block for City stamps. Clear space must be in the same location on each sheet.

Revisions and Resubmittals

- A cover letter or transmittal form shall accompany revisions and resubmittals clearly indicating the information being resubmitted, i.e. plan sheets or documents, what City Division’s comments they are addressing and complete contact information of the person making the resubmittal.
- Each sheet or document shall have a revision number and revision date.
- Revisions shall be clouded and identified with corresponding delta (Δ). A list of all deltas along with a brief narrative and sheet number where it is located shall be provided for each.
- Revisions shall be submitted in the same format as original submittal.

Printing (Prior to implementation of e-TRAKiT)

- When all City departments have approved the application and the permit is ready for issuance, the City will contact the applicant and send them the approved City and permit set of plans for printing. One full size copy of each set (one Office set and one Permit set) shall be returned to the Building Division office for final stamping.
- Once the permit fees are paid, the permit set will be released to the Contractor.
- Permit set of plans must be on site for inspections. If the permits, plans and documents are not available on the job site, the inspection will not be completed and will receive a ‘disapproved’ result and may be subject to reinspection fees.

COVER SHEET STAMP LOCATION:

G 10' - 0" A.F.F. CEILING TAG KEYNOTE INDICATOR ?	<p>APPROVED</p> <p>City of Helena Building Division</p> <p>Approval of this document does not authorize the violation of any state, county, or city law or regulation.</p> <p>Permit Number: _____</p> <p>By: _____</p> <p>Date: _____</p> <p>Remarks: _____</p> <p>IT IS UNLAWFUL TO OCCUPY THIS BUILDING PRIOR TO THE FINAL INSPECTION</p>	<p>HELENA SCH MAINTENANC</p> <p>1201 BOULDER AVE HELENA, MT. 59601</p>
<p>Project No. 17052 Issue Date DEC. 5, 2017</p>		<p>COVER SHEET, SPECIFICATIONS</p>
<p>Sheet No. A.0</p>		

IMPORTANT NOTICE

No Building Shall Be Occupied Prior To Final Inspection

No building or structure shall be used or occupied until the Building Official has issued a certificate of occupancy. Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of The City of Helena Montana.

Final Inspections shall be called into the Building Division 10 days prior to inspection.

PERMIT COPY
THIS SET OF APPROVED PLANS TO BE ON JOB SITE AT ALL TIMES

0'-4"

0'-6"

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OFFICE COPY

0'-4"

0'-6"

STAMP LOCATION IN THE REMAINING SHEETS OF THE PLAN SET:

HEI MA 1201 BC HELENA	<p>Project No. 17052 Issue Date DEC. 5, 2017</p> <p>ROOF PLAN, DEMOLITION PLANS, ELEVATIONS, DETAILS</p>	<p>Sheet No. A.1</p>
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0'-1 1/2"

0'-4"

OR

HEI MA 1201 BC HELENA	<p>Project No. 17052 Issue Date DEC. 5, 2017</p> <p>ROOF PLAN, DEMOLITION PLANS, ELEVATIONS, DETAILS</p>	<p>Sheet No. A.1</p>
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0'-1 1/2"

0'-2"