

INFORMATIONAL BUILDING PERMIT APPLICATION

City of East Helena, Montana – Department of Building and Safety

Project Address: _____

Owner's Name: _____ Business: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____

Contractor Name: _____

Contractor's Address: _____

Contractor's Phone #: _____

East Helena Business License? Please circle one: Yes No
Worker's Compensation Insurance/ICEC: Please circle one: Yes No

Description of Project: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Per East Helena City Code 4-1-13, an informational building permit is required for the following projects to residential buildings containing less than five (5) dwelling units or their attached structures, or any private garage or private storage structure used only for the owner's own use:

- A. Replacement of external weather side finishes of such structures, e.g., external re-siding.
- B. Replacement of the external (i.e., weather side of rafters and trusses) roof covering.
- C. Window replacement, in which no change or modification of the header(s) occur(s).
- D. Door replacement, in which no change of the header(s) occur(s).
- E. Replacement of interior ceiling covering.
- F. Replacement of interior wall covering, e.g., drywall, paneling, finish work.
- G. Replacement or installation of cabinets and/or closets only.

Informational building permits issued by the city are required for these projects. The fee for this permit shall be set by the city council. The initial fee shall be twenty-five dollars (\$25.00).