

# CONSTRUCTION PERMIT APPLICATION

## City of East Helena, Montana – Department of Building & Safety

### PROJECT INFORMATION (to be completed by Applicant)

|   |  |
|---|--|
| Building Address:   |  |
| Owner's Name:   |  |
| Owner's Mailing Address:  |  |
| Owner's Phone #: Architect/   |  |
| Engineer: Architect/  |  |
| Engineer's Address:   |  |
| Architect/Engineer's Phone #:   |  |
| Contractor:   |  |
| Contractor's Address:   |  |
| Contractor's Phone #:   |  |
| Description of Project:   |  |
| Primary Contact's Email:  |  |
| Will project require ground disturbing activities of any kind?:    YES <input type="checkbox"/> NO <input type="checkbox"/> |  |

### VALUATION OF PROJECT

| TYPE OF WORK | ESTIMATED VALUATION |
|--------------|---------------------|
| Building     |                     |
|              |                     |

**Please email digital plans to the Building Official:  
building@easthelenamt.us**

### OWNER-BUILDER & WORKER'S COMPENSATION DECLARATION:

- ☐ I, as Owner of the property, or my employees with wages as their sole compensation, will do the work.
- ☐ I, as Owner of the property, am exclusively contracting with a licensed contractor(s) to construct the project.
- ☐ I hereby affirm that I have a certificate of Worker's Compensation Insurance; if not, check \_\_\_\_\_.

|                  |                           |
|------------------|---------------------------|
| Issuing Officer: | Applicant (Printed Name): |
| Date:            | Applicant (Signature):    |

### FOR OFFICIAL USE ONLY

LEAP Notified of Application by: Phone ☐ Email ☐ Copy ☐ Date \_\_\_\_\_

### APPLICANT NOTICES:

Separate permits are required for building, electrical, plumbing, and mechanical work.

This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days after work is commenced. When the time between required inspections will exceed 180 days, a progress inspection must be requested within 180 days of the last inspection to assure keeping the permit active. When a permit has expired, work is not to recommence without first obtaining a new permit. When changes have been or will be made to the original plans or specifications or abandonment has exceeded one year, a new plan review and full fees are required.

Applicant does hereby covenant and agree that in consideration of said permission being granted, applicant will indemnify and save harmless the City of East Helena, Montana from all liability of every nature whatsoever which may arise from, or grow out of or accrue against it in any manner whatsoever, by reason of any work done or condition created or permitted under or connected with work done under such permit. Applicant agrees that such work will be done in strict conformity with the laws of the State of Montana and the ordinances of the City of East Helena even if the necessity for compliance is discovered after the issuance of the permit.

Applicant hereby certifies that he/she has read and examined this application and knows the information to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other State or local law regulating construction or the performance of construction.

By issuing the building permit, the City of East Helena makes no warranty or representation of any kind or in any manner as to the suitability of the Applicant's site for construction of the improvements authorized hereby. The builder, owner, or their agents are encouraged to investigate the suitability of the site to house the improvements authorized herein. Particularly, the owner and the builder are encouraged to investigate the availability of water and sewer services, and the freedom of the site from storm water runoff problems.

All work done shall comply with the ordinances of the City of East Helena and the State of Montana. Any building, electrical, plumbing, or mechanical installation may be inspected during normal working hours. When a check is tendered for payment of fees and the check is not honored when presented for payment, this permit will be revoked.

By submitting this application, Applicant is obligated to pay the plan review portion of the total permit fee within 30 days of being notified that plan review is complete, even if the Applicant elects not to initiate construction. In order to initiate construction, Applicant is required to pay 100% of the total permit fee prior to beginning any work.

The City of East Helena is located within the Administrative Area for the East Helena Superfund Site Institutional Control Program (ICP). Applicants are encouraged to coordinate their construction project with the East Helena Lead Education and Abatement Program (LEAP) staff to determine if ICP compliance measures are needed. The LEAP office is located in Room 201 of the East Helena City Hall and staff may be contacted at 406-457-8583.

***SEE REVERSE SIDE FOR INSPECTION REQUIREMENTS***

## INSPECTION REQUIREMENTS

Per International Building Code (IBC) Sec. 109.3, the reinforcing steel or structural framework of any part of any buildings, or structure shall not be covered or concealed without first obtaining the approval of the Building Official.

The Building Official, upon notification from the permit holder or his/her agent, shall make the following inspections and shall either approve that portion of construction as completed or shall notify the permit holder or his/her agent wherein the same fails to comply with applicable codes.

1.     **FOOTING INSPECTION:** To be made when forms and footing steel are in place, prior to any concrete being placed.
2.     **FOUNDATION INSPECTION:** To be made after forms are erected and foundation steel is in place, prior to any concrete being placed.
3.     **FRAMING INSPECTION:** To be made after the roof, all framing, sheathing, fireblocking and bracing are in place and all rough electrical wiring, plumbing, chimneys, vents, and ducting are complete, and before thermal insulation is installed.
4.     **INSULATION INSPECTION:** A called inspection is not required for single-family dwellings. Inspections on commercial or multiple-family dwellings are to be made after exterior wall and ceiling insulation has been installed and secured in place, and before any interior surface covering is applied. Loose fill-type insulation may be installed in attic space after ceiling surfacing is in place (installer's certification and compliance must be posted before final inspection approvals will be given). **NOTE:** Weather-proof surfacing shall be in place on outer surface of exterior walls before installing insulation.
5.     **WALLBOARD INSPECTION:** To be made after all wallboard is in place, but before any wallboard joints and fasteners have been taped and/or finished.
6.     **FINAL INSPECTION:** To be made after building is completed and ready for occupancy, and all special conditions required for permit issuance have been completed and accepted by the responsible department. **NOTE: A completed "Energy Efficient Components" label must be permanently affixed to the interior breaker panel on all new residential buildings prior to the final inspection (as required by Section 50-60-803, Montana Code Annotated). These labels can be obtained at City Hall.**

Per IBC Section 109.3.8:

### OTHER INSPECTIONS:

In addition to the required inspections specified above, the Building Official may require other inspections of construction work to ascertain compliance with the provisions of the Codes and laws enforced by the department.

### REINSPECTION:

A reinspection fee may be assessed for each inspection or reinspection when a portion of work for which inspection is called is not complete or when corrections previously called for have not been made.

This subsection is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of the Code, but as controlling the practice of requesting inspections before the job is ready for an inspection or reinspection.

Reinspection fees may be assessed when the permit is not properly posted on the work site; the Applicant's plans are not readily available to the inspector; Applicant fails to provide access on the date for which an inspection is requested; or for deviating from the approved plans and specifications.

To obtain a reinspection, the Applicant shall file an application in writing upon a form furnished by the City and pay the reinspection fee.

In instances where reinspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.