



COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

MINIMUM PLAN SUBMITTAL REQUIREMENTS FOR NEW COMMERCIAL CONSTRUCTION, ADDITIONS, REMODELS OR TENANT FINISH PERMITS

SUBMIT A MINIMUM OF FOUR (4) FULL SETS OF PLANS, SPECIFICATIONS AND CALCULATIONS PLUS ONE (1) ADDITIONAL SET OF SITE/CIVIL PLANS

CURRENT APPLICABLE CODES:

2006 International Building Code (IBC)	2006 International Fuel Gas Code (IFGC)
2006 International Mechanical Code (IMC)	2006 Uniform Plumbing Code (IAMP)
2006 International Existing Building Code (IEBC)	2005 National Electrical Code (NEC)
2003 International Energy Conservation Code (IECC)	2003 NFPA 1, Uniform Fire Code

Codes have been amended and modified by State of Montana Administrative Rules (ARM's), Title 24, Chapter 301. Full text is available at <http://www.mt.gov/dli/bsd/bc/rules.asp> .

Indicate compliance with City of Helena City Code for all land use, infrastructure, zoning rules and regulations. Full text is available at <http://www.sterlingcodifiers.com/MT/Helena/index.htm> .

Commercial plans shall be prepared by Montana registered professional architect and/or engineer. Submittal shall include, but not be limited to: Site/civil plans, storm drainage plans and calculations, structural, architectural, mechanical, electrical and plumbing plans and energy code compliance certificate. All plan sheets shall be stamped and signed by the design professional responsible for plan preparation.

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. Building code analysis sheet – Information shall include, but not be limited to: Occupancy type, construction type, total square footage of each floor, total occupant load, occupant load and area of each space or room, location to all property lines, allowable floor area, height and number of stories. Identification of fire resistive construction elements, requirements for automatic fire sprinkler system and fire alarm systems.
2. Site / Civil Plans Utility One-Call Locate 1-800-424-5555
 - * Legal description, property tax GEO Code, property address and zoning district designation.
 - * Property boundaries dimensions and distances to the street curb and public walks.
 - * Easements, covenants, or other use restrictions and encumbrances on the property.
 - * Size and location of existing and/or proposed structures, and distance from structure to property boundaries.
 - * Topography plan of site and/or elevation of property corners and site grades adjacent to proposed construction and elevations of the finished floor, approach curbs, etc.
 - * Location of all utilities, water and sewer services and their sizes, new or existing vehicular access points to the property, (curb approaches, etc.), fire hydrant(s) and distance reference to hydrants, boulevard type sidewalk and required boulevard landscaping and all other zoning requirements per City Code Title 11.
 - * Required parking and loading per City Code Title 11, Chapter 22.

3. Storm Drainage plans and calculation prepared by a Montana licensed engineer where total impervious area exceeds 5,000 square feet or a drainage sensitive area as determined by City Engineer. Provide information and calculations as required per City Code Title 6, Chapter 6.
4. All commercial and residential plans larger than a duplex must provide landscaping plans listing plant materials, sizes, type of irrigation and indicating square footage of the various planting areas, as required by City Code Title 11, Chapter 24.
5. Architectural plans including footing and foundation plan, floor plans (label use of all rooms), interior and exterior elevations, building cross section, wall sections and details. Indicate any special fire resistive construction and location, area or occupancy separations, corridors, draftstops, etc.
6. Schedules for - window sizes (fixed or openable) and their ventilation areas, rated and/or non-rated doors and hardware types, interior ceiling, wall and floor finishes (if not indicated elsewhere in plans), fire-resistive vertical and horizontal sections and copies of approved (UL or other) listed assemblies.
7. Structural plans and specifications stamped by Montana licensed engineer for structural support systems, beams, unusually loaded walls or footings, and conditions requiring lateral bracing design, framing plans (clearly show joist and truss size and direction of spans). Provide structural calculations and soils investigation report.
8. Mechanical plans, details, schedules and specifications stamped by Montana licensed engineer for HVAC systems. Plans must indicate compliance with combustion air, smoke and fire damper requirements per IBC and IMC (size and location), and air volume and exchange rates based on the number of occupants.
9. Plumbing plans, details, schedules and specifications stamped by Montana licensed engineer. Provide water entrance diagram identifying all valves, controls and meters and piping sizes. Include gas piping plan, sizes and specifications.
10. Electrical plans, details, schedules and specifications stamped by Montana licensed engineer. Provide power, lighting and special power plans. Plans shall indicate emergency lighting systems, equipment schedules, panels and load calculations.

Mechanical, plumbing and electrical equipment specifications and installation data shall be on job site at time of rough and final inspections. No changes to equipment types, location within the building or general system design shall be made without prior approval by the Building Division based on letter by design engineer authorizing the requested changes and certifying such changes comply with the respective code.

11. Provide verification of energy efficiency compliance with 2003 IECC. Helena and Lewis and Clark County are within Climate Zone 15. Provide documentation either through IECC or by other approved energy compliance method.