



Notice of Change to Fence and Excavation Permit Submittal Process

Fence Permits and Excavation Permits Must Be Submitted Online

Starting April 15, 2023, FENCE and EXCAVATION PERMITS must be submitted through the [Citizen Access](#) website.

Excavation permits are required for the following types of underground projects:

- Fiber Optic
- Electric
- Joint Utility Trenches
- Monitoring Wells, Potholing
- Cable
- Gas
- Drywell/Sump
- Water, Sewer, and Stormwater Mains

Note: Permits for water, sewer, and stormwater *service lines* cannot be submitted online at this time—use the current submittal process for these permits only.

Plan requirements for Excavation Permits are located in [Missoula City Public Works Standards and Specifications Manual, Chapter 2](#).

Exceptions to Online Submittal:

Is the work you are doing related to a Building Permit? If yes – Stop! Do not open new permit on the ACA site.

Contact your General Contractor for the applicable permit numbers. The approved building plan also lists the open required engineering permit numbers and inspections. Visit the [Engineering & Excavation Permits](#) web page to obtain the application form, which must be completed and returned to Permit Coordinators.

Is the work you are doing related to a Public Works Infrastructure (Stage Process)? If yes – Stop! Do not open online permits on the ACA site.

Visit the [Engineering Excavation Permits](#) web page to obtain the application form, which must be completed and returned to Permit Coordinators. You must include the PWI record number or City Project number on your application. Permit Coordinators can answer questions about the type or quantity of permits for the project.

INSPECTIONS REMINDER: Required inspections for Excavation and Fence Permits must be scheduled via the Engineering Inspection Hotline (406-552-6040) or Select Text (1-888-413-4439).

Required Excavation Permit inspections can include: **Required Fence Permit inspections can include:**

- Traffic Control Inspection
- Worksite Inspection
- Asphalt Prep Inspection
- Asphalt Final Inspection
- Concrete Inspection
- Site Inspection
- Final Inspection

Questions?

Call the Engineering Desk at 406-552-6636.