



Development Services Public Directive

Directive Type: Permanent Policy Change

Effective Date: March 30, 2020

From: Office of the Building Official

Pertinence: Residential Building Permits

Directive:

Effective March 30, 2020, Development Services will no longer be accepting paper permit submission documents for residential building projects. All permit documentation including, but not limited to, applications, plans, supporting documents, and revisions are to be submitted through the [Citizen Access Portal](#).

Expanding on the process currently utilized for commercial permits, Development Services will consolidate permit application, review, and issuance into a single, cohesive process. This will reduce the impact on our environment and provide, staff and citizens alike, with a single process for all Building Division permits.

Recent events related to the COVID-19 virus have significantly reduced our ability to review paper documents and has required an accelerated adoption of digital submissions for residential projects. This accelerated adoption will allow Development Services to alleviate extended review times due to these recent events. Paper submissions which are currently in the review pipeline will continue to be processed and issued in the legacy process.

Department staff will be working with applicants to educate them on this process. Applicants involved in the commercial permitting process will be able to apply the same submittal steps from those projects as they apply for residential permits. Many residential contractors have already transitioned to digital permit application and review which has been available, on a voluntary basis, for over a year. The following are file requirements for the digital upload process.

Initial plan upload requirements:

- Plans must be in a single pdf document.
- First page must be blank with title block. This will be the stamp page for department approval stamps and general review comments. This page must be the first page in the document. Do not place any page, including cover sheet, before the blank page.
- If your project requires MCCHD review, provide a second blank page with title block.
- Only vectorized plans allowed, no scanned plans allowed
- Every page must have a valid/working bookmark

- File name must be <permit number> PLANS INITIAL.pdf where <permit number> is the permit number you are uploading to
- Ensure "plans" is chosen in the document type dropdown menu (Done after the file selection and upload process)

Supplemental document upload requirements:

- Each pdf file contains a single document such as spec book or engineering letter
- Documents must be printed to pdf, no scanned documents allowed without prior approval
- Documents over 10 pages must have a table of contents and valid/working bookmarks to each section of the table of contents
- File name must be <permit number> <desc>.pdf where <permit number> is the permit number you are uploading to and <desc> is a 1 or 2 word description of the contents of the document. i.e. spec book
- Ensure "supplemental" is chosen in the document type dropdown menu

Exceptions to the digital submittal process will be evaluated on a case by case basis for those projects which are being performed by homeowners and do not involve a licensed professional.

Minimum qualifications for exception include but are not limited to:

- The project is not a new dwelling project
- The project does not add additional living space to an existing dwelling
- The project is not an accessory dwelling unit (ADU)
- Plans must be submitted on no more than three (3) pages of paper
- Maximum paper size of 11" x 17"

Examples of projects meeting the minimum standard for exception evaluation include, but not limited to, decks, siding, roofing, and egress window installation.

Should you have any general questions regarding this directive, please contact Development Services at (406) 552-6030. For application and submittal specific questions, please contact the permit desk at permits@ci.missoula.mt.us or Aaron Bowman, City Building Official at BowmanA@ci.missoula.mt.us for assistance.

End of Directive