

# Public Works & Mobility

## RELATED RECORD CLAIM FORM

(REV. 01/01/2025)

CITY OF  
**MISSOULA**  
Missoula, Montana

### Application Information

**Applicability:** This application is intended for contractors / excavators to claim existing related permits. Related permits exist for Building Permits and Public Works Infrastructure (Stage Process) permits. Permits requiring you to open a permit (related permit does not exist) must be applied for on the Permitting & Licensing Portal: [ci.missoula.mt.us/3300/Portal](http://ci.missoula.mt.us/3300/Portal)

**Directions:** Submit completed applications by emailing [coordinators@ci.missoula.mt.us](mailto:coordinators@ci.missoula.mt.us). Attach all required documents to the email. Alternatively, you can drop off or mail to CPDI in City Hall at 435 Ryman St. Missoula, MT 59802.

### Applicant and Contact Info

Contractor / Excavator Business Name	
Competent Person	
ACI (Person's Name)	
Contact Email / Phone	

### Work Details

Address / Location			
Locate Number			
Traffic Control Plan Number <i>Traffic Control is required for work in the Right-of-way, including street and alley. Provide TC number, describe, or attach plan.</i>			
Traffic Control Start Date		Traffic Control End Date	

What excavation permit(s) are you claiming? Include all that apply for this project / location.

Claim	Permit Type	Permit Number
	Sewer Permit (SWR)	
	Water Permits (WTR)	
	Excavation Permit (EXC)	
	Storm Water Permit (STM)	
	Right-of-Way Construction (RWC) <i>Quantities must be provided below</i>	
	Paving or ADA (PAV or ADA)	
	City Project (PWI)	

### Right of Way Construction Quantities

Sidewalk Quantity in Square Feet (SQFT)	
Apron Quantity in Square Feet (SQFT)	
Curb Quantity in Linear Feet (LF)	

Schedule Inspections on issued permits through the portal, by **calling (406) 552-6040, or texting (888) 413-4439.**

Eff. 1/1/25