

Applying for a Fence Permit [V08.02.23]

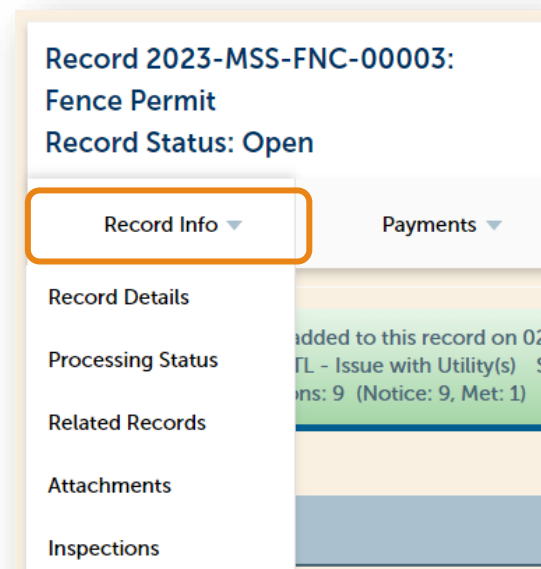
The intent of this guide is to provide a step-by-step guide for working in the Permitting and Licensing Portal to apply for a Fence permit. This is not an exhaustive guide; additional information may be required depending on your permit. These instructions were created using Tango.

Detailed Instructions start on page 2. In summary, the steps for applying include:

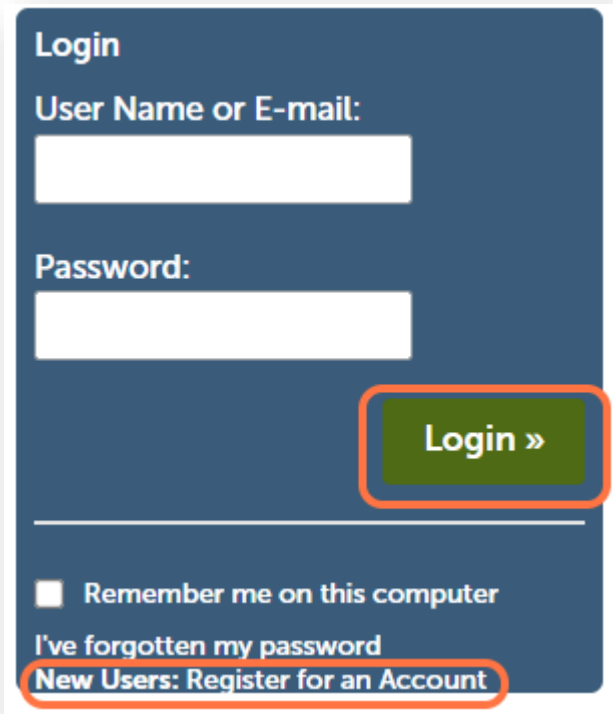
1. Please visit our [Citizen Access](#) website and log in. If you don't already have a user registration, you will need to create one before applying.
2. Click on Engineering, then click on Apply for an Engineering Permit:



3. Walk-through the application process to provide your address and fence permit information.
4. Note: You will need to have your site plans ready at time of application.
5. Submit your Fence Permit application for review.
6. Permit and Business Licensing Coordinators check your application for completeness and send it for review.
7. Upon approval, you will receive an email to make payment for your permit.
8. Upon payment, your permit will automatically issue.
9. You can also track the progress of your fence permit by using our [Citizen Access](#) website. Once you've logged in and selected your permit record, you can use the Record Info drop down menu to select Processing Status:



1. [Go to Accela Citizen Access: https://aca-prod.accela.com/missoula](https://aca-prod.accela.com/missoula)
2. If you do not have a login already, select New Users: Register for an Account and create an account.
3. Login with your username and password. Click on Login.



The screenshot shows a login form with a blue background. At the top, it says "Login". Below that are two white input fields: "User Name or E-mail:" and "Password:". To the right of the password field is a green button with white text that says "Login »". Below the input fields is a checkbox labeled "Remember me on this computer". Below the checkbox is a link that says "I've forgotten my password". At the bottom, there is a link that says "New Users: Register for an Account". The "Login »" button and the "New Users: Register for an Account" link are circled in red.

4. Click on Engineering, then Click on Apply for an Engineering Permit



The screenshot shows the City of Missoula website. The header includes the Missoula Montana logo and the text "Welcome to City of Missoula" and "Helpline (406) 552-6630". Below the header is a navigation bar with links: "Online Maps", "Building Eye", and "Return to City of Missoula". Below the navigation bar is a section with the text "Logged in as: Maggie McCarthyDEV" and "Collections (2)". Below this is a search bar with the text "Search...". Below the search bar is a navigation menu with links: "Home", "Building", "Fire", "Engineering", "Licenses", "Planning", and "Police". The "Engineering" link is circled in red and has a red number "1" above it. Below the navigation menu is a section with three links: "Apply for an Engineering Permit", "Search for Engineering Permits", and "Schedule an Inspection". The "Apply for an Engineering Permit" link is circled in red and has a red number "2" to its left.

5. Check I have read and accepted the above terms. Select Continue Application
6. Select Fence Permit from the options of permit types.

Continue to Address

7. Enter the street number and street name.

* Only enter your street name. Do NOT include the type of street

* Street No.:	* Street Name:
<input type="text" value="435"/>	<input type="text" value="Ryman"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>

8. The property owner should fill in after you search the address. You can change the ownership information if it is different! Type in the current information, if different. Then click on the 'Continue Application' button.

Property Owner

If the ownership listed in our reference data is out of date, please enter the correct information.

Owner Name:

Address Line 1:

Address Line 2:

Address Line 3:

Made by

Continue to Contacts

9. You will now specify contact types for Contractor, Applicant, and Contact.
 - Click on "Select from Account" or "Add New". Select from Account will fill in information that you provided when you registered for your login.
 - You can Look Up a Contractor by their business name. If you are a homeowner doing the work, search "Owner" in the business name of the contractor.

Step 1: Business Application > Applicant

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.
Click either green button

Select from Account **Add New**

10. If Adding a **New Contact**, enter the information and select Continue.

Contact Information

First: Last:

Name of Business:

Mailing Address:

City: State: Zip:

Phone 1: Phone 2: Fax:

E-mail:

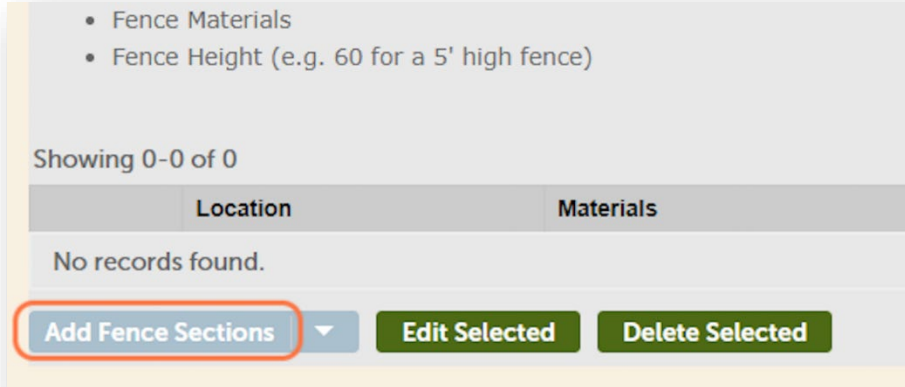
Continue **Clear** [Discard Changes](#)

11. If Selecting from Account, choose the contact and select continue.
12. Review the contact information for each contact type and edit the information as necessary.
13. Click on Continue Application

Continue to Permit
Details

14. Click on Add Fence Sections.

You must add a row for each fence section that is being permitted. A fence section would be the length of fence that has a unique location, material, and/or height.



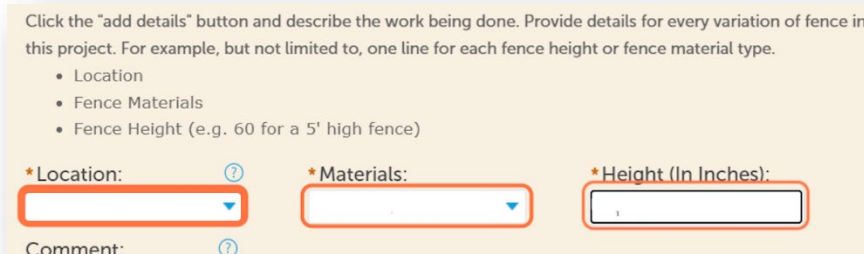
• Fence Materials
• Fence Height (e.g. 60 for a 5' high fence)

Showing 0-0 of 0

Location	Materials
No records found.	

Add Fence Sections **Edit Selected** **Delete Selected**

15. Enter the required fields, including Location, Materials, and Height (in inches). Add additional comments to as necessary.



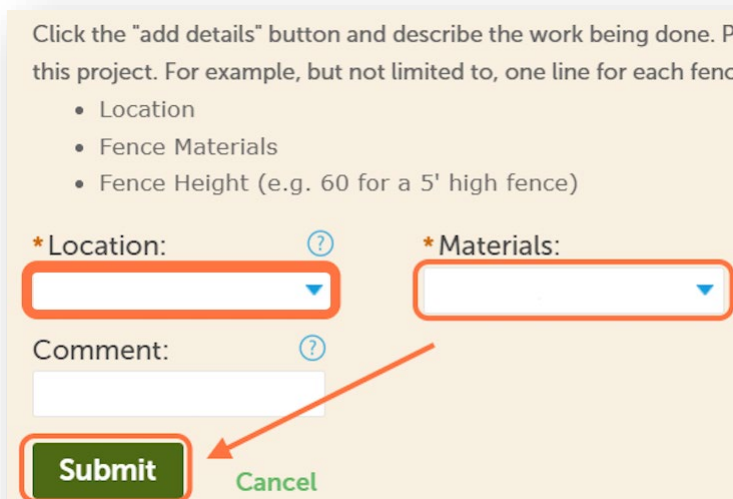
Click the "add details" button and describe the work being done. Provide details for every variation of fence in this project. For example, but not limited to, one line for each fence height or fence material type.

- Location
- Fence Materials
- Fence Height (e.g. 60 for a 5' high fence)

*Location: *Materials: *Height (In Inches):

Comment:

16. Click the Submit Button to save your fence section details.



Click the "add details" button and describe the work being done. Provide details for every variation of fence in this project. For example, but not limited to, one line for each fence height or fence material type.

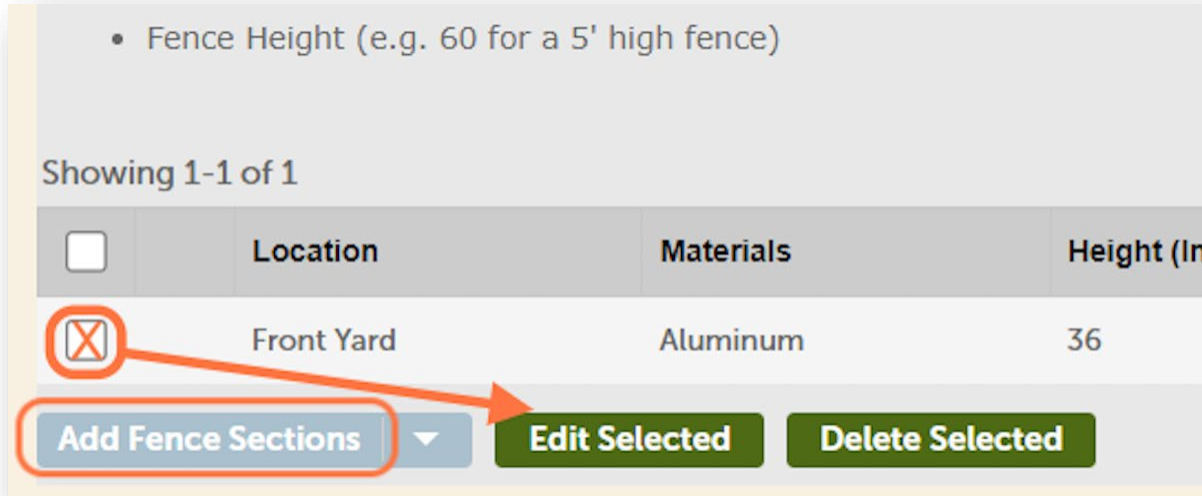
- Location
- Fence Materials
- Fence Height (e.g. 60 for a 5' high fence)

*Location: *Materials:

Comment:

Submit Cancel

17. Add more, Edit, or Delete fence sections if necessary. Click on *Add Fence Section* if you need to add more sections. You can check the box by each row and then "Edit Selected" or "Delete Selected" if you need to modify what you enter.



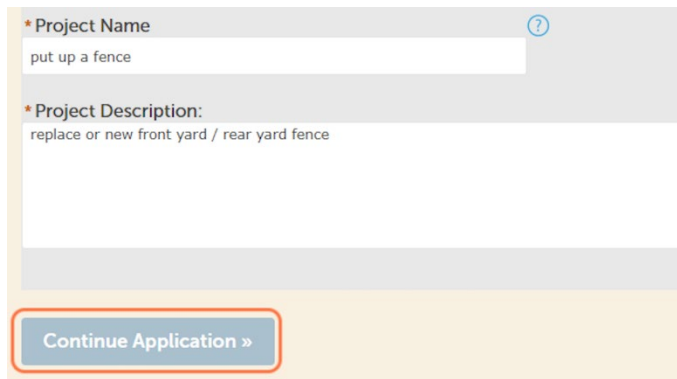
• Fence Height (e.g. 60 for a 5' high fence)

Showing 1-1 of 1

<input type="checkbox"/>	Location	Materials	Height (In
<input checked="" type="checkbox"/>	Front Yard	Aluminum	36

Buttons: Add Fence Sections (dropdown), Edit Selected, Delete Selected

18. Enter the Project Name
19. Enter the Project Description



* Project Name
put up a fence

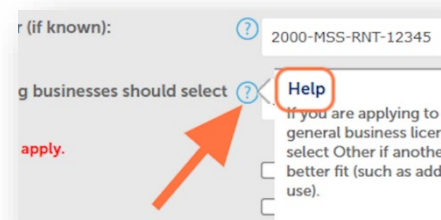
* Project Description:
replace or new front yard / rear yard fence

Continue Application »

20. Click on Continue Application

HINTS:

- Use the help buttons (as available) if you need examples or additional information
- Complete all required fields, indicated with an *



(if known): 2000-MSS-RNT-12345

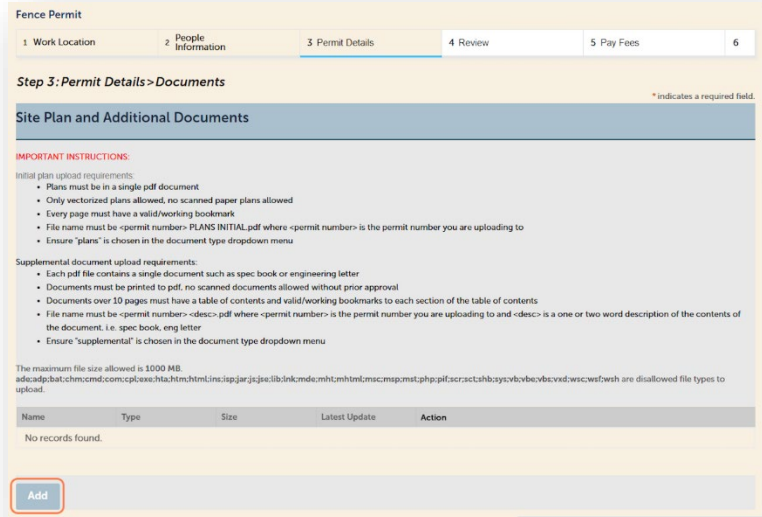
g businesses should select ? Help

apply.

If you are applying to general business licenses, select Other if another better fit (such as add use).

Continue to Attach Documents

21. On the attachments page, add your site plan documents and any applicable supplemental materials.
22. Select Add



Fence Permit

1 Work Location 2 People Information 3 Permit Details 4 Review 5 Pay Fees 6

Step 3: Permit Details > Documents * indicates a required field.

Site Plan and Additional Documents

IMPORTANT INSTRUCTIONS:

Initial plan upload requirements:

- Plans must be in a single pdf document
- Only vectorized plans allowed, no scanned paper 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

Supplemental document upload requirements:

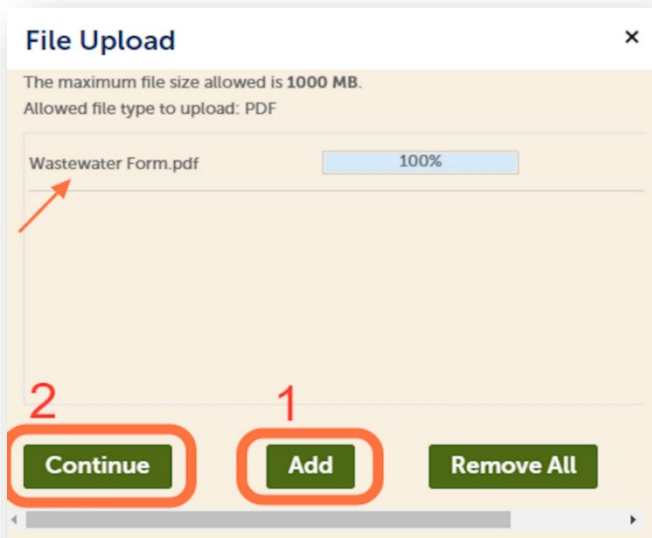
- Each pdf file contains a single document such as spec book or engineering letter
- Documents must be printed to pdf, no scanned documents allowed without prior approval
- Documents over 10 pages must have a table of contents and valid/working bookmarks to each section of the table of contents
- File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

The maximum file size allowed is 1000 MB.
adacdpbat:chm:cmd:com:cpb:exe:hta:htm:html:ins:isp:jar:js:jslib:lnk:mde:mht:mhtml:msc:mpmst:php:pif:scr:stb:sys:vb:vbex:vsd:ws:wsf:wsht are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

23. Select the Files to Upload
 - Select the Add (1) button.
 - Navigate to the filled in and saved background check form on your computer (or tablet/phone).
 - Select the file and it will upload.
 - Once you have uploaded the form select the Continue (2) button.



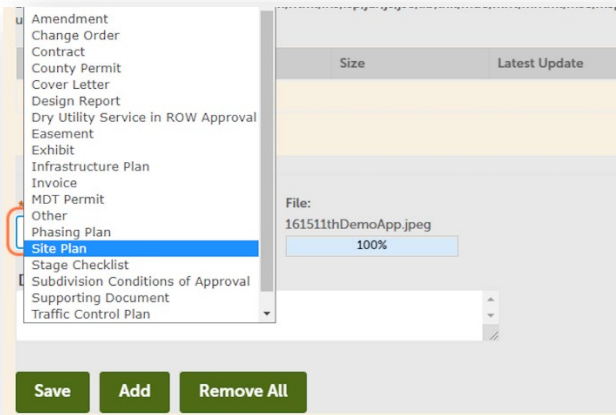
File Upload X

The maximum file size allowed is 1000 MB.
Allowed file type to upload: PDF

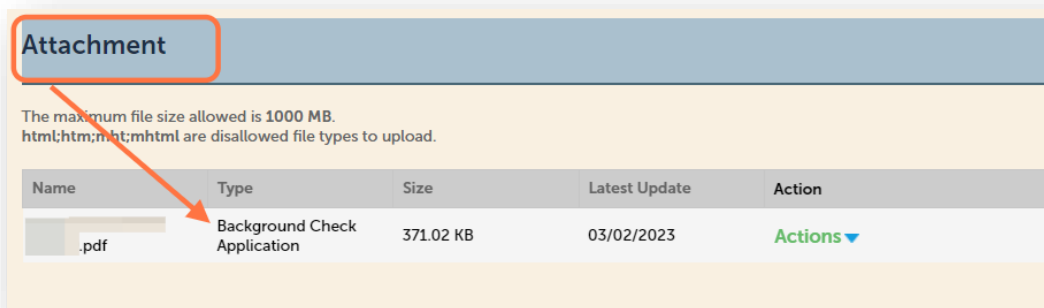
Wastewater Form.pdf 100%

2 **Continue** **1** **Add** **Remove All**

24. Select Site Plan as the document type to assign to the file



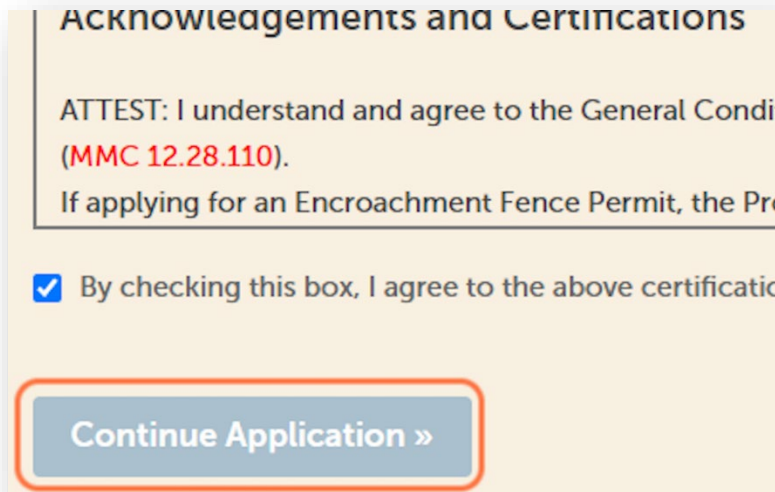
25. Type "Initial Plans" in the description and click on 'Save'
26. You should now see the pdf you uploaded listed as an attachment.



27. Click on Continue Application

Continue to review and
submit your application

28. Review Your Application Information
29. On the bottom of the page, check the box to agree and then select the Continue Application button



Acknowledgements and Certifications

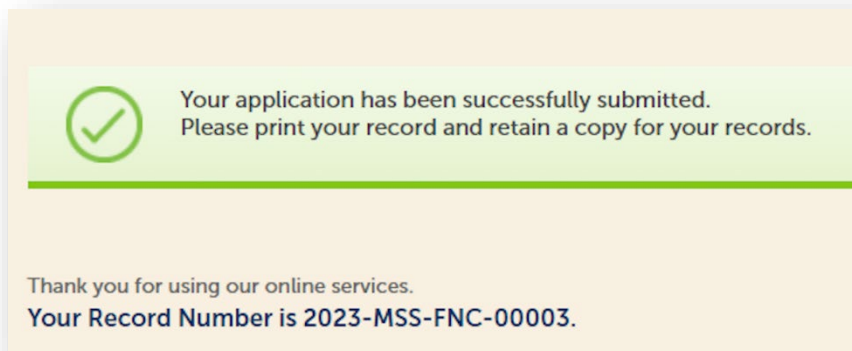
ATTEST: I understand and agree to the General Conditions (MMC 12.28.110).


If applying for an Encroachment Fence Permit, the Pro

☒ By checking this box, I agree to the above certification

Continue Application »

30. A Confirmation Page that your application is submitted will appear.
Note the Record Number as your permit number for future reference. Your permit is not issued until review is complete.



 Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is 2023-MSS-FNC-00003.