

## Applying for a Fence Permit [V08.02.23]

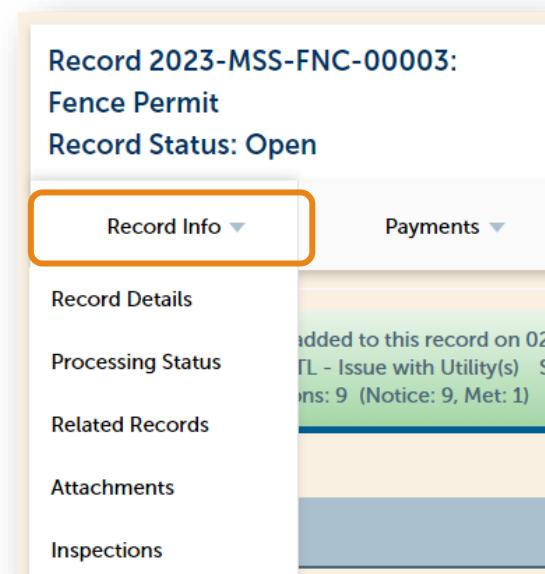
*The intent of this guide is to provide a step-by-step guide for working in the Permitting and Licensing Portal to apply for a Fence permit. This is not an exhaustive guide; additional information may be required depending on your permit. These instructions were created using Tango.*

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

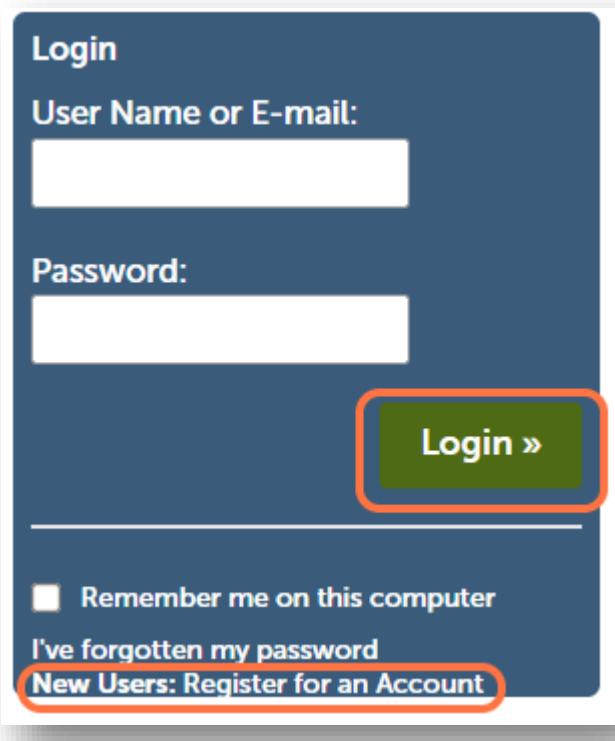
1. Please visit our [Citizen Access](#) website and log in. If you don't already have a user registration, you will need to create one before applying.
2. Click on Engineering, then click on Apply for an Engineering Permit:



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 image shows the Accela Citizen Access login page. It has a dark blue header with 'Login' in white. Below it is a white input field for 'User Name or E-mail'. Underneath is another white input field for 'Password'. To the right of the password field is a green 'Login »' button with white text, which is highlighted with a red box. Below these fields is a 'Remember me on this computer' checkbox. Further down are links for 'I've forgotten my password' and 'New Users: Register for an Account', the latter of which is also highlighted with a red box.

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



The image shows the City of Missoula website. The header features the city logo and the text 'Welcome to City of I' and 'Helpline (406) 552-6'. Below the header is a green navigation bar with links for 'Online Maps', 'Building Eye', 'Return to City of Missoula', and a user account section. The main content area has a yellow background. At the top of this area, there is a navigation bar with links for 'Home', 'Building', 'Fire', 'Engineering' (which is highlighted with a red box and has a red '1' above it), 'Licenses', 'Planning', and 'Police'. Below this is a blue footer bar with three buttons: 'Apply for an Engineering Permit' (highlighted with a red box and has a red '2' above it), 'Search for Engineering Permits', and 'Schedule an Inspection'.

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.: 435

\* Street Name: Ryman

**Search** **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: CITY OF MISSOULA

Address Line 1: 435 RYMAN ST

Address Line 2:

Address Line 3:

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.

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:

**Buttons:** Continue (highlighted with a red box), Clear, Discard Changes

**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**

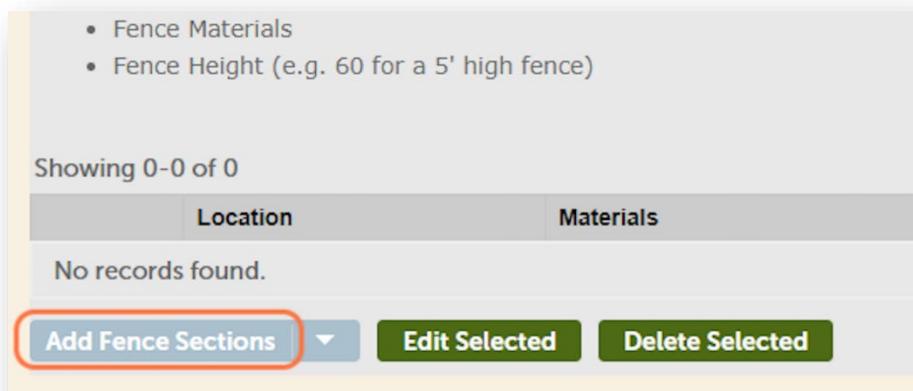
**Add New**

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.*



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

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

**Add Fence Sections**

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

\* Project Name  [?](#)

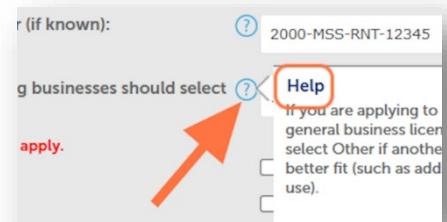
\* Project Description:

**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 \*



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**

**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. adcadpbat;chm;cmd;com;cpl;exe;hta;htm;html;lns;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pdf;scr;act;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add**

23. Select the Files to Upload

**File Upload**

The maximum file size allowed is 1000 MB.

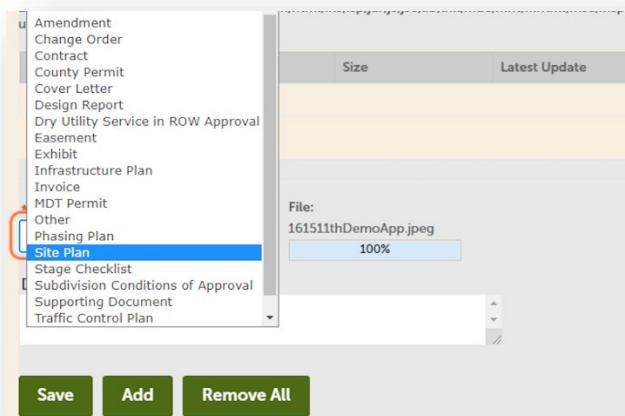
Allowed file type to upload: PDF

Wastewater Form.pdf    100%

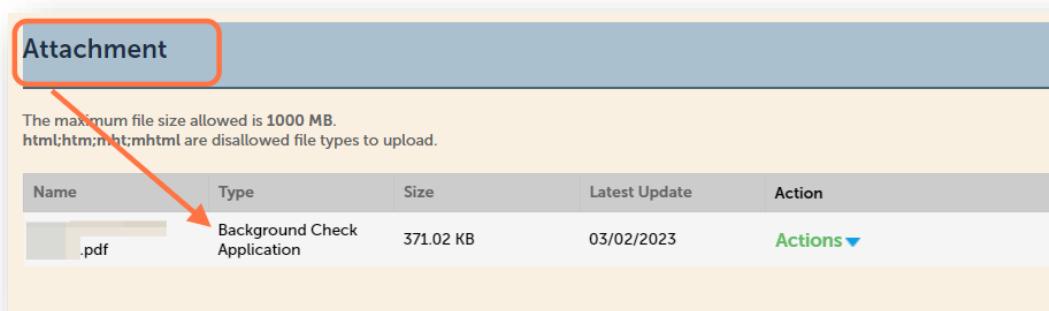
2    1

**Continue**    **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 Property Owner certifies that:

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.