

Applying for an Excavation (Dry Utility, Main, Sewer, Water) Permit [V06.13.24]

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

Exceptions to Online Submittal:

*Is the work you are doing related to a **Building Permit** or **Public Works Infrastructure** (Stage Process)?*

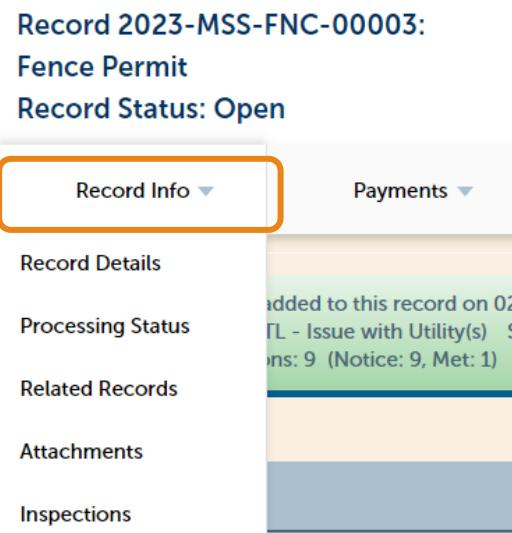
If yes – Stop! Do not apply for a permit online. There is already a permit record created for this project. Apply to claim the permit and provide necessary permitting information (see page 11 of this document).

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

1. Please visit our [Permitting & Licensing Portal](http://ci.missoula.mt.us/3300/portal) website: ci.missoula.mt.us/3300/portal
2. If you don't already have a user registration, you will need to create one before applying.
3. You must be logged in to perform any permit application tasks.
4. Click on Engineering, then click on Apply for an Engineering Permit:



5. Select Utility Excavation, Sewer Service Line, or Water Service Line
6. Walk-through the application process to provide your location and permit information.
7. Attach your site plan and traffic control documents (pg 8)
8. Submit your application for review.
9. Permit and Business Licensing Coordinators check your application for completeness
10. Engineers and other reviewing departments will review.
11. Upon approval, you will receive an email to make payment for your permit (see page 12 for how to pay). Upon payment, your permit will automatically issue.
12. You can also track the progress of your permit by using our [Permitting & Licensing Portal](http://ci.missoula.mt.us/3300/portal). 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 Permitting & Licensing Portal: <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.

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

5. Check I have read and accepted the above terms. Select Continue Application
6. Select **Utility Excavation (Not for Service for Sewer, Water or Storm), Sewer Service Line-Permit, or Water Service Line - Permit** from the options of permit types.
7. Read the Project Verification information and respond with Yes or No.

Tip: *We ask this question during each application as some permits may already be created and you do NOT need to apply for a new permit. Applying when a permit already exists results in duplicate permits for projects and may cause processing delays.*

Continue to Address

Location

8. If the project has a specific address or parcel, enter the Address and then click **search**. If there is not an address or specific parcel, you will describe the location in another section of the application.

Address Tips:

- If your address is not showing up when you type it in exactly, try typing only the first few letters or numbers to get a broader search result.
- Where located on a street such as third street you will need to include a leading zero. For example, if you are searching third street you would enter '03' (do not include the 'rd' for 03rd).
- Only enter your street name. Do NOT include the type of street type or street type abbreviation, such as Avenue or Ave, Street or St, Way, or Lane.

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

* Street No.: 435 * Street Name: Ryman

Search **Clear**

9. Select the Parcel and Owner (select all if unsure). The parcel and property owner information should auto-populate if you clicked "Search" after the address.

10. Review or enter property owner information if applicable.

11. 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:

Made

Continue to Contacts



Contacts/People Information

You will now specify contact types for

- Applicant
- Contact Person
- Competent Person
- Contractor
- ACI (if applicable)

12. Click on either "Select from Account" or "Add New".
 - If Adding a **New Contact**, enter the information and select Continue.
 - If **Selecting from Account**, choose the contact and select continue. Select from Account will fill in information that you provided when you registered for your login.
13. Review the contact information for each contact type and edit the information as necessary.
14. You can Look Up a Contractor by the business name

Tip: Email coordinators@ci.missoula.mt.us to get your contractor license linked to your user account, so you can click "Select from Account" for the contractor contact information

15. Click on Continue Application

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**

Continue to Permit Details

Permit Details

16. Enter the Project Name to include the street, alley, or adjacent information
17. Enter the Project Description describing what you are doing. Follow the prompts to include details such as: scope of project, repair location, utility type, footages and additional notes

Detail Information

Project Name to include detailed location description. Please include: 1. Street, alleys, from to, address, and description of work.

Project Description to include: 1. Utility Type 2. Footage bored, footage trenched 3. Any additional information.

* Project Name ?

* Project Description:

18. Complete all applicable fields under General Information, Work Area, and Surface Type. *Note, incomplete applications will be rejected; make your best attempt to provide all known information during online application.*

Tip:

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

19. Enter Custom List information, by selecting Add a Row within each section to provide the information for the permit. You can add multiple rows if there is different types, categories, or lengths that are unique within the project.



LIGHT UTILITIES

Light Utilities is for Mains and Services for Electric, Fiber, and other types of utility lines.

Showing 0-0 of 0

Light Utilities Type
No records found.

Add a Row ▼ **Edit Selected** **Delete S**

20. Fill in all required fields for each row. Be sure to select Submit when you have entered the information.

INFRASTRUCTURE
Infrastructure is Sewer, Water and Storm Mains. [Add a row for each excavation type \(bored vs trenched\)](#)

*Infrastructure Type:	*Infrastructure Construction Category:	*Permit Quantity:
Lineal Foot	New	1
Infrastructure Measurement Unit:	Size of Pipe:	Final Quantity:
6	4	
Installation Cost:	Infrastructure Financing:	Infrastructure Ownership:
	--Select--	--Select--
Infrastructure Acceptance Date:	Comment:	
MM/DD/YYYY		
Submit	Cancel	Made with Tango.us

21. Once each row is submitted, you will see it displayed in the table.

Custom Lists

INFRASTRUCTURE
Infrastructure is Sewer, Water and Storm Mains. [Add a row for each excavation type \(bored vs trenched\)](#)

Showing 1-4 of 4

<input type="checkbox"/>	Infrastructure Type	Infrastructure Construction Category	Permit Quantity	Infrastructure Measurement Unit	Size of Pipe	Final Quantity	Installation Cost	Infrastructure Financing	Infrastructure Ownership	Infrastructure Acceptance Date	Comment
<input type="checkbox"/>	Storm Pipe	New	4	Lineal Foot	6						
<input type="checkbox"/>	Storm Inlet	New	1	Number							
<input type="checkbox"/>	Storm Manhole	New	1	Number							
<input type="checkbox"/>	Storm Manhole	Remove/Replace	2	Number							

Add a Row **Edit Selected** **Delete Selected**

22. Add additional infrastructure, light utilities, and paving assessment rows until your permit information is complete.

23. If needed, you can check multiple rows to edit or delete rows, or use Actions to edit the row.

<input type="checkbox"/>	Infrastructure Type	Infrastructure Construction Category	Permit Quantity	Infrastructure Measurement Unit	Size of Pipe	Final Quantity	Installation Cost	Infrastructure Financing	Infrastructure Ownership	Infrastructure Acceptance Date	Comment	Actions
<input checked="" type="checkbox"/>	Storm Pipe	New	4	Lineal Foot	6							Actions
<input type="checkbox"/>	Storm Inlet	New	1	Number								Actions
<input type="checkbox"/>	Storm Manhole	New	1	Number								Actions
<input type="checkbox"/>	Storm Manhole	Remove/Replace	2	Number								Actions

Add a Row **Edit Selected** **Delete Selected**

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24. Click on Continue Application



Review

Review Your Application Information

25. 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 of this application and the [Missoula Municipal Code \(MMC 12.28.110\)](#).

If applying for an Encroachment Fence Permit, the [Prohibited Conditions](#) apply.

By checking this box, I agree to the above certifications.

Continue Application »

26. 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.

Thank you for using our online services.
Your Record Number is 2023-MSS-EXC-00024.

! A notice was added to this record on 04/06/2023.
Condition: PAVING ASSESSMENTS Severity: Notice
Total Conditions: 3 (Notice: 3)

[View additional details](#)

27. Now you must upload your attachments.

Continue to Attach Documents



Attach Documents

28. Click on Engineering

The screenshot shows the 'Engineering' tab selected in the top navigation bar. Below it, a success message indicates the application has been submitted successfully, with a note to print for records and attach any required documents before review.

Utility Excavation (Not for Service for Sewer, Water or Storm)

Step 6: Record Submittal

Your application has been successfully submitted.
Please print your record and retain a copy for your records.
Any required additional documents must be attached before the city will initiate the review.

29. Click on Record Number in Red that you want to attach document to

The screenshot shows a list of records. The record number 2023-MSS-EXC-00024 is highlighted with a red box. The record type is 'Utility Excavation (Not for Service for Sewer, Water or Storm)'.

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	04/06/2023	2023-MSS-EXC-00024	Utility Excavation (Not for Service for Sewer, Water or Storm)
<input type="checkbox"/>	03/20/2023	2023-MSS-FNC-00003	Fence Permit

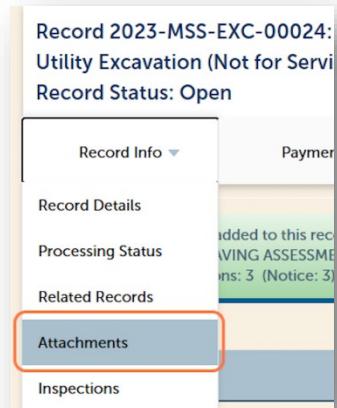
30. Click on Record Info

The screenshot shows the 'Record Info' page for the permit 2023-MSS-EXC-00024. The record status is listed as 'Open'. The 'Record Info' tab is highlighted with a red box.

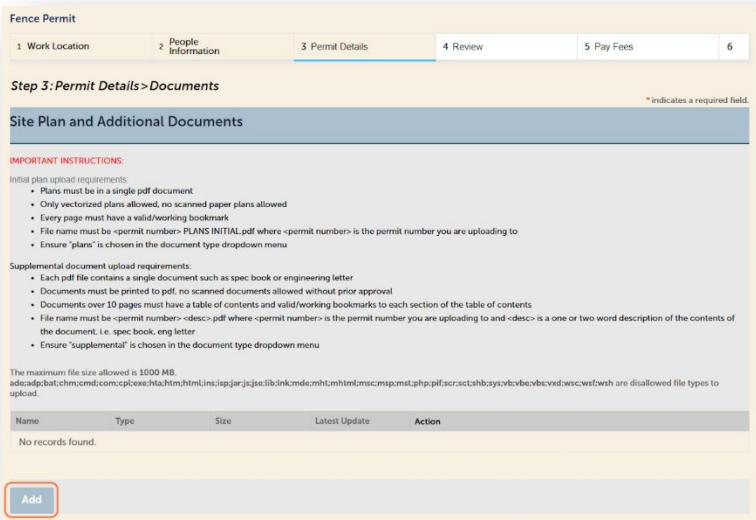
Record 2023-MSS-EXC-00024:
Utility Excavation (Not for Service for Sewer, Water or Storm)
Record Status: Open

Record Info 3 Payments Conditions

31. Click on Attachments

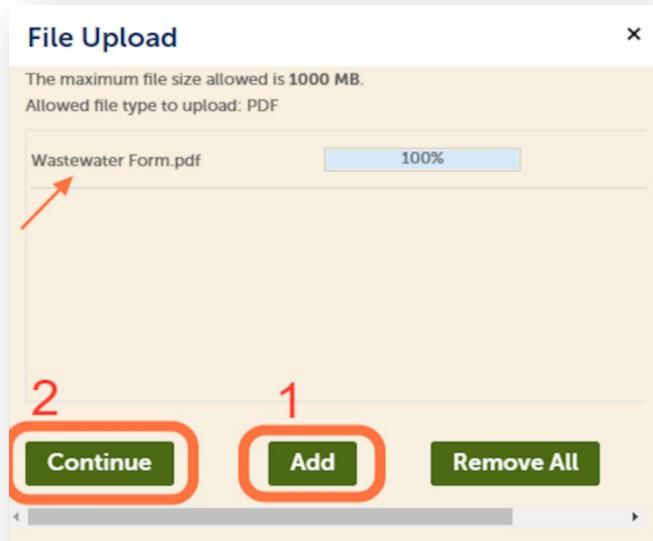


32. On the attachments page, add your site plan documents and any applicable supplemental materials.
33. Follow instructions noted on page, regarding the naming of file for initial plan upload instructions.
34. Select Add

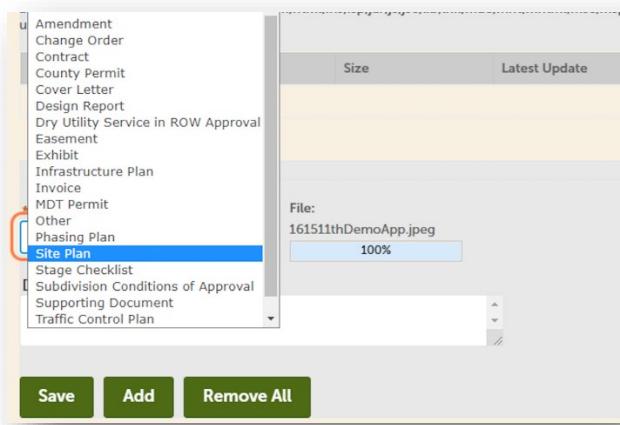


35. Select the Files to Upload
 - Select the Add (1) button.
 - Navigate to the where the documents are saved on your computer (or tablet/phone).
 - Select the file and it will upload.

- Once you have uploaded the form select the Continue (2) button.



36. Select the document type to assign to the file



37. Type "Initial Plans" or a description of the document you are uploading in the description and click on 'Save'
 38. You should now see the pdf you uploaded listed as an attachment.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
/Receipt_20240325_132835.pdf	2024-MSS-SWR-00188	Sewer Service Line - Permit	Record	pdf	7.52 KB	03/23/2024	Actions ▾	Sewer Service Line - Permit - 2024-MSS-SWR-00188
report.pdf	2024-MSS-SWR-00188	Sewer Service Line - Permit	Record		72.81 KB	05/13/2024	Actions ▾	Sewer Service Line - Permit - 2024-MSS-SWR-00188
Add Files (No Plan Revisions)								