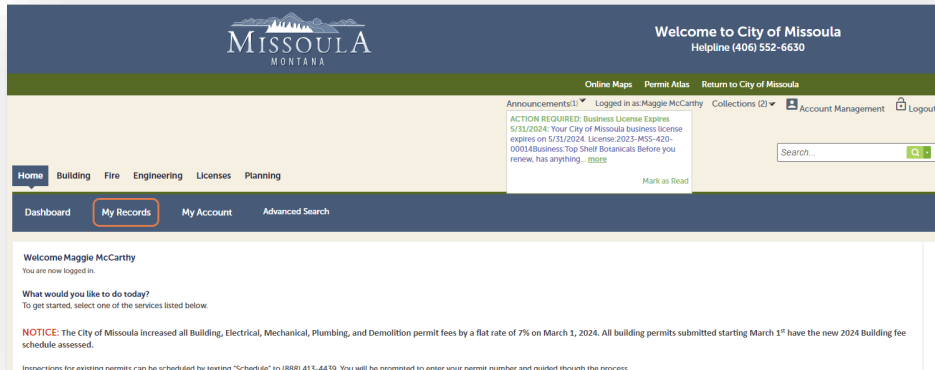




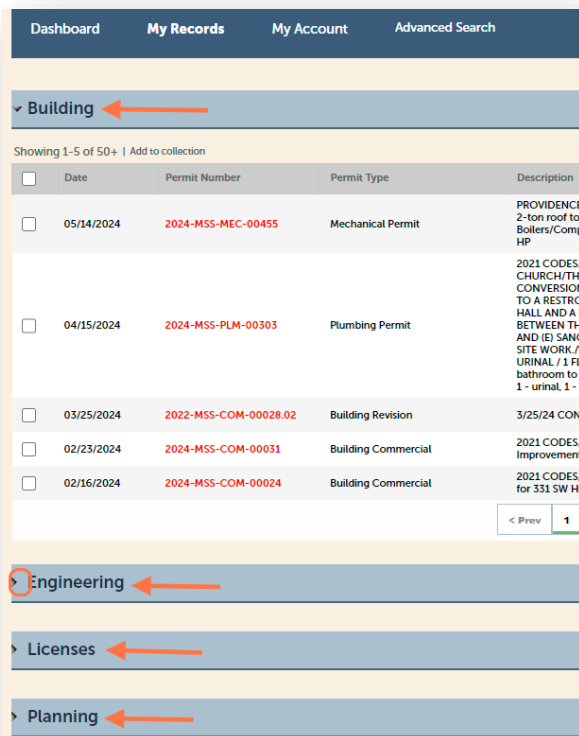
Paying Online [V06.13.24]

The intent of this guide is to provide a step-by-step instruction for making payments online. These instructions were created using Tango.

1. [Go to Permitting & Licensing Portal: ci.missoula.mt.us/3300/portal](https://ci.missoula.mt.us/3300/portal)
2. Login with your username and password. Click on Login
3. Click on My Records



4. Click on the triangle to expand the record type (building, engineering, licenses, planning) you want to review and make payment on. This will expand to show you a list of all your permits.





PERMITS AND LICENSING PORTAL

COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

5. In the action column, it will display if records are ready for you to Pay Fees Due. Click on **Pay Fees Due**
Tip: Often the Status will also indicate we require payment by displaying "Review Fees Required" or "Waiting ACA Issuance" for permitting; and "Renew Application" for business licensing.

Engineering							
Showing 1-5 of 50+ Add to collection							
<input type="checkbox"/>	Date	Record Number	Record Type	Short Notes	Description	Status	Action
<input type="checkbox"/>	06/12/2024	2024-MSS-WTR-00517	Water Service Line - Permit	425 S 5TH ST W	WATER LINE REPLACEMENT	Open	
<input type="checkbox"/>	05/22/2024	2024-MSS-WTR-00482	Water Service Line - Permit		SFR / REPLACE WATER SERVICE CURB STOP	Issued	
<input type="checkbox"/>	05/20/2024	2024-MSS-SWR-00317	Sewer Service Line - Permit	435 RYMAN SEWER REPAIR	SEWER REPAIR RESIDENTIAL / MAIN TO BLDG / TEST	Waiting ACA Issuance	Pay Fees Due
<input type="checkbox"/>	04/26/2024	2024-MSS-WTR-00397	Water Service Line - Permit		SFR / REPAIR WATER SERVICE CURB STOP TO BLDG / INSTALL TRAFFIC RATED LID OVER CURBBOX IN DRIVEWAY / COORDINATE WITH PLUMBER FOR HOUSE CONNECTION AND TESTING	Issued	
<input type="checkbox"/>	04/09/2024	2024-MSS-SWR-00219	Sewer Service Line - Permit	204 Clyde	EXISTING COMMERCIAL BLDG / CHURCH / GRAVITY SEWER SERVICE STUB TO BLDG	Issued	
< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >							

6. Review the fees and conditions of the permit. Click Continue Application to move to the next screen.
IMPORTANT: While some permits automatically issue (have a status of Waiting ACA Issuance), Residential and Commercial Building permits, and 'paper' fillable form license types, require that you email coordinators once payment is made.

Permitting - 1 In Process, 1 Met

REQ'D FOR ISSUANCE

INFORM US WHEN PAID ONLINE

You must email coordinators@ci.missoula.mt.us once fees have been paid online. The permit does not automatically issue upon payment, so you must email Coordinators to that we can issue the permit after payment.
In Process | Notice | 04/16/2024

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Repair to Sewer Service Line	1	\$308.00

TOTAL FEES: \$308.00

Note: This does not include additional inspection fees which may be assessed later.

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before you can get approval from the agency.

Conditions

Showing 1-3 of 3

Engineering - 3 In Process

EXCV

EASEMENT

IF ANY PART OF THE WORK BEING AUTHORIZED BY THIS PERMIT IS ON AN EASEMENT, IT IS THE CONTRACTOR'S RESPONSIBILITY TO KNOW, LOCATE AND DEFINE THE EDGES OF ANY EASEMENT(S) BEING USED IN CONJUNCTION WITH THIS PERMIT AS WELL AS THE EDGES AND BOUNDARIES OF PRIVATE AND PUBLIC PROPERTY. THIS PERMIT DOES NOT ALLOW OR APPROVE THE TRESPASS ON ANOTHER PROPERTY.

Notice

PARKS & REC ROW WORK

If any portion of the work authorized by this permit is located in the public right-of-way, contact the Parks and Recreation Department at 406-552-6253.

Notice

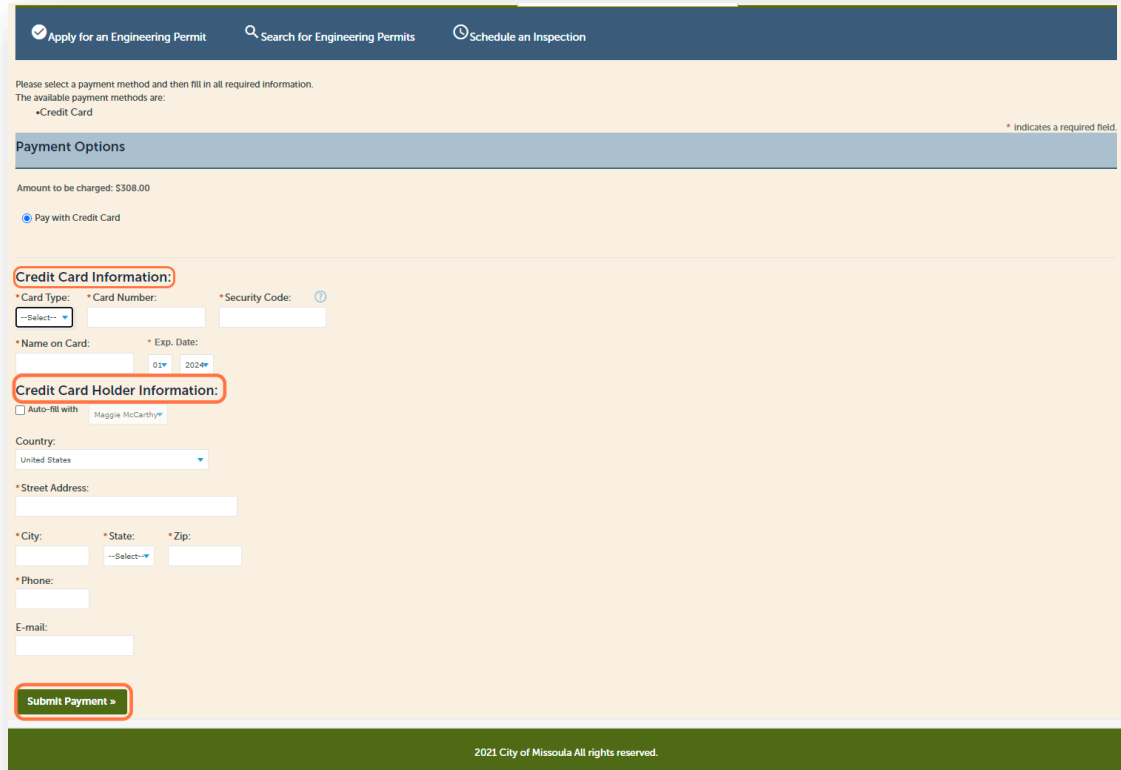
PAVING ASSESSMENTS

A charge separate from the excavation permit fee must be paid by the excavation contractor for each square foot of pavement that was removed or damaged when work was performed. The square footage will be measured upon completion of work and an invoice will be sent to the excavation contractor for this assessment. This fee is charged on streets that are ten (10) years old or less or on streets that are older than ten (10) years that are in excellent condition. See the current fee schedule for amounts.

Notice

Continue Application »

- Enter all required Credit Card Information and cardholder information. Click Submit Payment.
If you provided an email address, a receipt will be sent to you for the amount of the transaction.



Apply for an Engineering Permit | Search for Engineering Permits | Schedule an Inspection

Please select a payment method and then fill in all required information.
The available payment methods are:
•Credit Card

Payment Options

Amount to be charged: \$308.00

☒ Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code:

* Name on Card: * Exp. Date:

Credit Card Holder Information:

☐ Auto-fill with: Maggie McCarthy

Country:

United States

* Street Address:

* City: * State: * Zip:

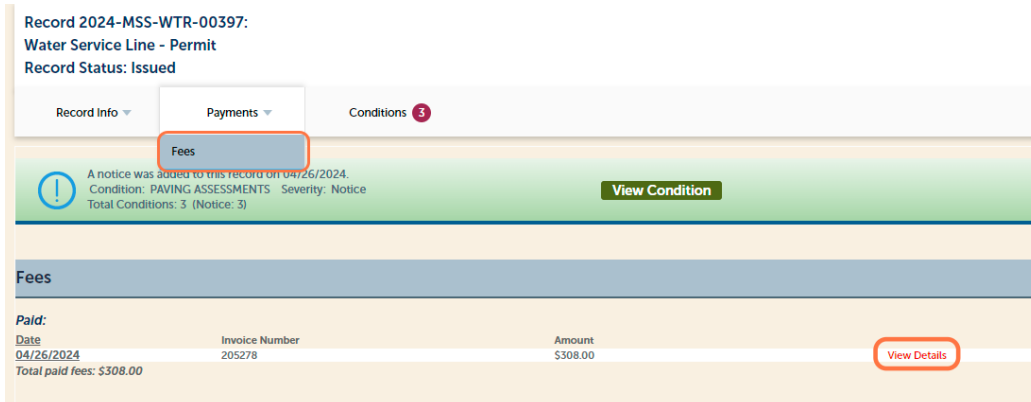
* Phone:

E-mail:

Submit Payment >

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- You can a detailed receipt and fees assessed from the Record Details screen. Select Payments, click Fees, then Click View Details for each fee line.



Record 2024-MSS-WTR-00397:
Water Service Line - Permit
Record Status: Issued

Record Info | Payments | Conditions 3

Fees

A notice was added to this record on 04/26/2024.
Condition: PAVING ASSESSMENTS Severity: Notice
Total Conditions: 3 (Notice: 3)

View Condition

Fees

Date	Invoice Number	Amount
04/26/2024	205278	\$308.00

Paid:
Total paid fees: \$308.00

View Details