



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](http://ci.missoula.mt.us/3300/portal)
2. Login with your username and password. Click on Login
3. Click on My Records

Welcome to City of Missoula
Helpline (406) 552-6630

Online Maps Permit Atlas Return to City of Missoula

Announcements! Logged in as Maggie McCarthy Collections (2) Account Management Logout

ACTION REQUIRED: Business License Expires 5/31/2024: Your City of Missoula business license expires on 5/31/2024. License 2023-MSS-420-0001 Business Top Shelf Botanicals Before you renew, has anything... more

Search... Mark as Read

Home Building Fire Engineering Licenses Planning

Dashboard My Records My Account Advanced Search

Welcome Maggie McCarthy
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below.

NOTICE: The City of Missoula increased all Building, Electrical, Mechanical, Plumbing, and Demolition permit fees by a flat rate of 7% on March 1, 2024. All building permits submitted starting March 1st have the new 2024 Building fee schedule assessed.

Inspections for existing permits can be scheduled by texting "Schedule" to (888) 415-4459. You will be prompted to enter your permit number and guided through the process.

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.

Dashboard My Records My Account Advanced Search

▼ Building ←

Showing 1-5 of 50+ | Add to collection

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description
<input type="checkbox"/>	05/14/2024	2024-MSS-MEC-00455	Mechanical Permit	PROVIDENCE 2-ton roof top Boilers/Compre HP
<input type="checkbox"/>	04/15/2024	2024-MSS-PLM-00303	Plumbing Permit	2021 CODES/PERMIT FOR CHURCH/THE CONVERSION TO A RESTROOM HALL AND A BATH BETWEEN THE AVAIL. BLDG. SITE WORK/VALURINAL. 1 FLOOR bathroom to rest 1 - urinal, 1 - fl
<input type="checkbox"/>	03/25/2024	2022-MSS-COM-00028.02	Building Revision	3/25/24 CONSTRUCTION
<input type="checkbox"/>	02/23/2024	2024-MSS-COM-00031	Building Commercial	2021 CODES/PERMIT Improvement
<input type="checkbox"/>	02/16/2024	2024-MSS-COM-00024	Building Commercial	2021 CODES/PERMIT for 331 SW HIGH

< Prev 1

▶ Engineering ←

▶ Licenses ←

▶ Planning ←



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
<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
<input type="checkbox"/>	04/26/2024	2024-MSS-WTR-00397	Water Service Line - Permit		SFR / REPAIR WATER SERVICE CURB STOP TO BLDG / 50' FT TRAFFIC RATED LID OVER DURBOX 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

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 your 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 »



7. 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.

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

Amount to be charged: \$308.00

Pay with Credit Card

Credit Card Information:

*Card Type: *Card Number: *Security Code: (i)

--Select--

*Name on Card: *Exp. Date:

01 2024

Credit Card Holder Information:

Auto-fit with: Maggie McCarthy

Country: United States

*Street Address:

*City: *State: *Zip:

--Select--

*Phone:

E-mail:

Submit Payment »

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8. 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 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

Paid:	Date	Invoice Number	Amount	
	04/26/2024	205278	\$308.00	View Details

Total paid fees: \$308.00