



PERMITS AND LICENSING PORTAL

COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Applying for Roofing Permit

Creation Date: Oct 01, 2025

Created By: A W

Accela Citizen Access

1. Sign into your account on the permitting and licensing portal.

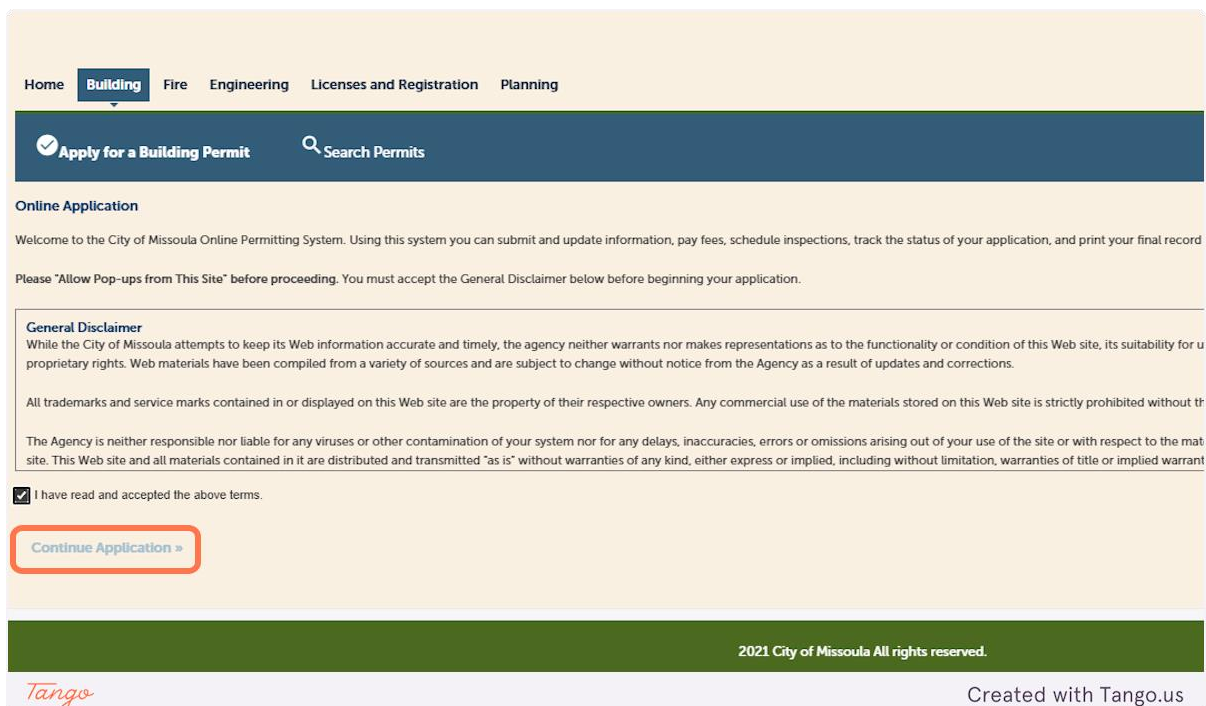
2. Click on Building



3. Click on Apply for a Building Permit



4. Read the terms and accept them, click on Continue Application »





5. Select Roofing Permit, then click on Continue Application »

6. Read the instructions above the address field.



7. Enter the building number for the project in the first box.

This field requires the number that would be posted on the exterior of the building.

Step 1: Work Location > Address, Parcel, Owner

Address

Enter address information and hit "Search" to fill in the parcel and owner information.
For numerical street names (e.g., 1st, 2nd, 3rd), use two digit numbers (e.g., 01, 02, 03). Do not include anything other than the street name.
Example: to search 100 North 3rd Street West., enter 100 in the street no. field and 03 in the street name field.

* Street No.: * Street Name:

Search **Clear**

Tango Created with Tango.us

8. Enter only the street name in the street the second box. Press Search button.

Do not include anything other than the street name.

Example: If the address was on Prospect Drive, you only enter "PROSPECT"

Example: Located on Pine Street, you only enter "PINE"

Example: Located on South Ave West, you only enter "SOUTH"

Enter address information and hit "Search" to fill in the parcel and owner information.
For numerical street names (e.g., 1st, 2nd, 3rd), use two digit numbers (e.g., 01, 02, 03). Do not include anything other than the street name.
Example: to search 100 North 3rd Street West., enter 100 in the street no. field and 03 in the street name field.

* Street No.: * Street Name:

Search **Clear**

Parcel

Tango Created with Tango.us



9. You can see the Parcel Number auto-filled.

If this does not autofill you should re-read the instructions above addressing, and ensure you entered the address properly. Ensure that the address you are trying to use is within the city limits of Missoula.

Total Conditions: 1 (Notice: 1)
[View additional details](#)

Parcel

* Parcel Number:
0422002223706000

Lot: 1 Block: 12 Subdivision: --Select--

[Search](#) [Clear](#)

Owner

* Owner Name: CITY OF MISSOULA

* Address Line 1: 435 RYMAN ST

Address Line 2:

Tango Created with Tango.us

10. Owner information for the parcel should have also auto-filled.

Applicants are welcome to change this information manually if it is out of date.

[Search](#) [Clear](#)

Owner

* Owner Name: CITY OF MISSOULA

* Address Line 1: 435 RYMAN ST

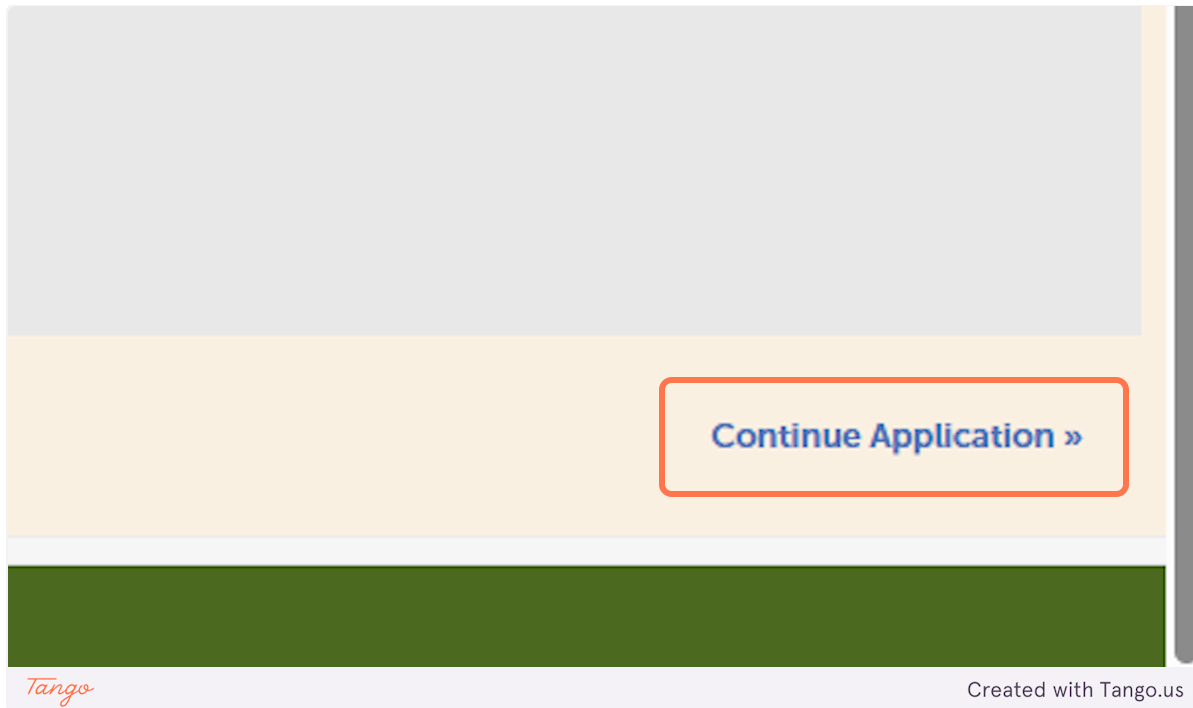
Address Line 2:

Address Line 3:

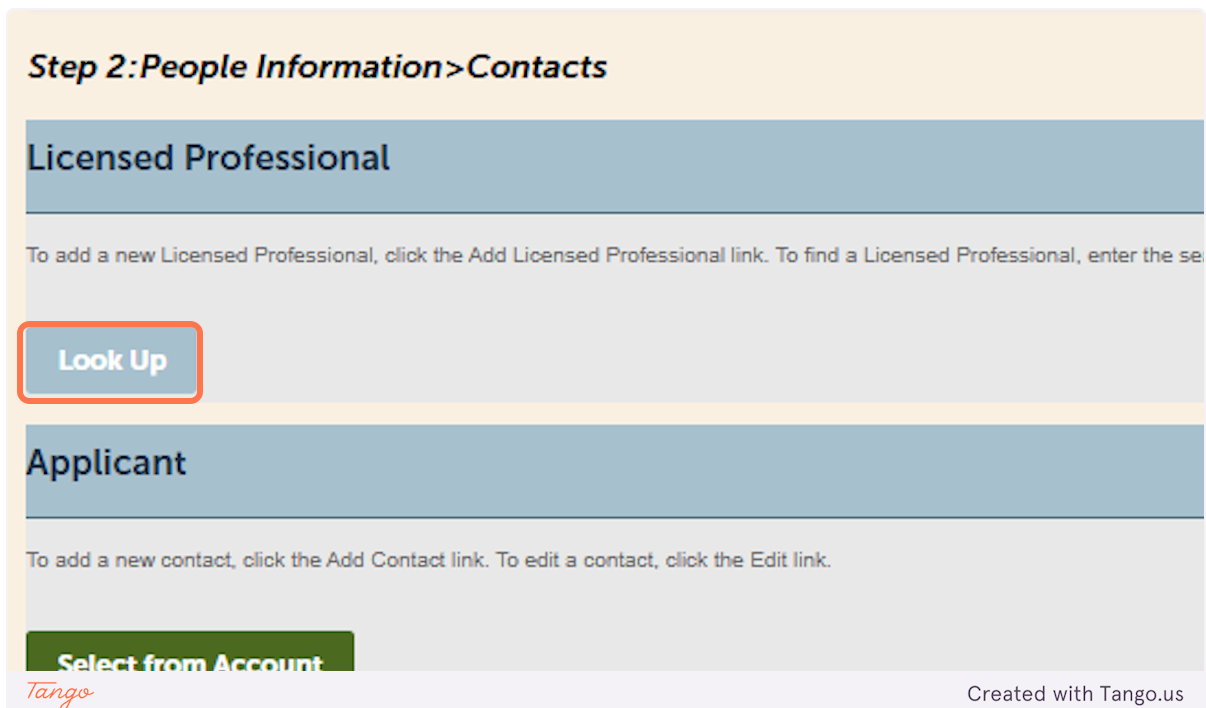
Tango Created with Tango.us



11. Click on Continue Application



12. Click on Look Up





13. Read the instructions and then use the search tool to select the Licensed Professional for the project.

Contractors must hold a current and compliant business license with the city of Missoula in order to be able to be searched for within the system.

Look Up License

Homeowner performed work:

If you are a homeowner performing the work related to this contract and will not be hiring a contractor to perform the work related to this permit, simply enter "owner" into the business field below and click the lookup button. Electrical and Plumbing work may be self-performed by the legal owner of the residential dwelling unit so long as the property is the primary residence of the owner and there are no intentions of the unit to be rented. Mechanical work can be owner-performed without rental status restrictions. All electrical and plumbing work performed in multiple unit dwelling structures, commercial structures, and individually owned dwelling units in commercial structures (i.e., condo complex unit) must be performed by a MT state licensed trade contractor. Should you have any questions regarding the ability to self-perform plumbing or electrical work on your dwelling unit, please contact the City Building Official at (406) 552-6042. If you own a construction contracting business, do NOT use this option even if you are working on your own home. This option is reserved solely for non-contractor owners.

Contractor performed work:

If you are a contractor or are going to hire a contractor to perform the work related to this permit, please enter the appropriate information in the fields below and click the lookup button. If you are unable to find the desired contractor, please attempt to reduce the information provided. Providing only the first few letters of a business name instead of the full name, address, etc will often produce better results. If you are still unable to locate the desired contractor account, it is possible the account is in a hold status due to needing updated insurance certificates or a license renewal that has not been processed. If you are unable to locate the contractor account, please call (406) 552-6060.

License Type:

City License Number:

First:

Last:

Created with Tango.us

14. Click on Select from Account

Select the name which should appear as the applicant on the permit application.

Look Up

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from Account

Contact Person

Created with Tango.us



15. Click on Select from Account

Phone 2:
Fax:
[Edit](#) [Remove](#)

Contact Person

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

Tango Created with Tango.us

16. Select the appropriate point of contact for the project. Select Continue.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

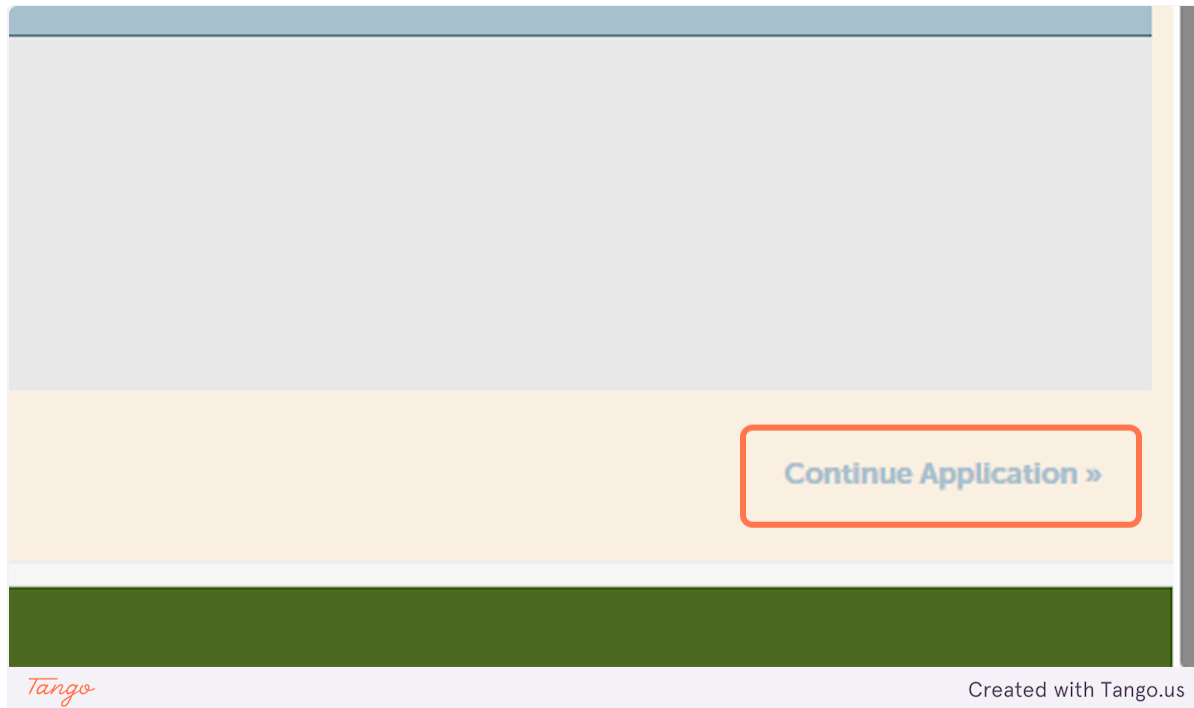
	Category	Type	Name
<input checked="" type="radio"/>	Associated Contact	Contact Person	Testing Username
<input type="radio"/>	Associated Owner		CITY OF MISSOULA

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

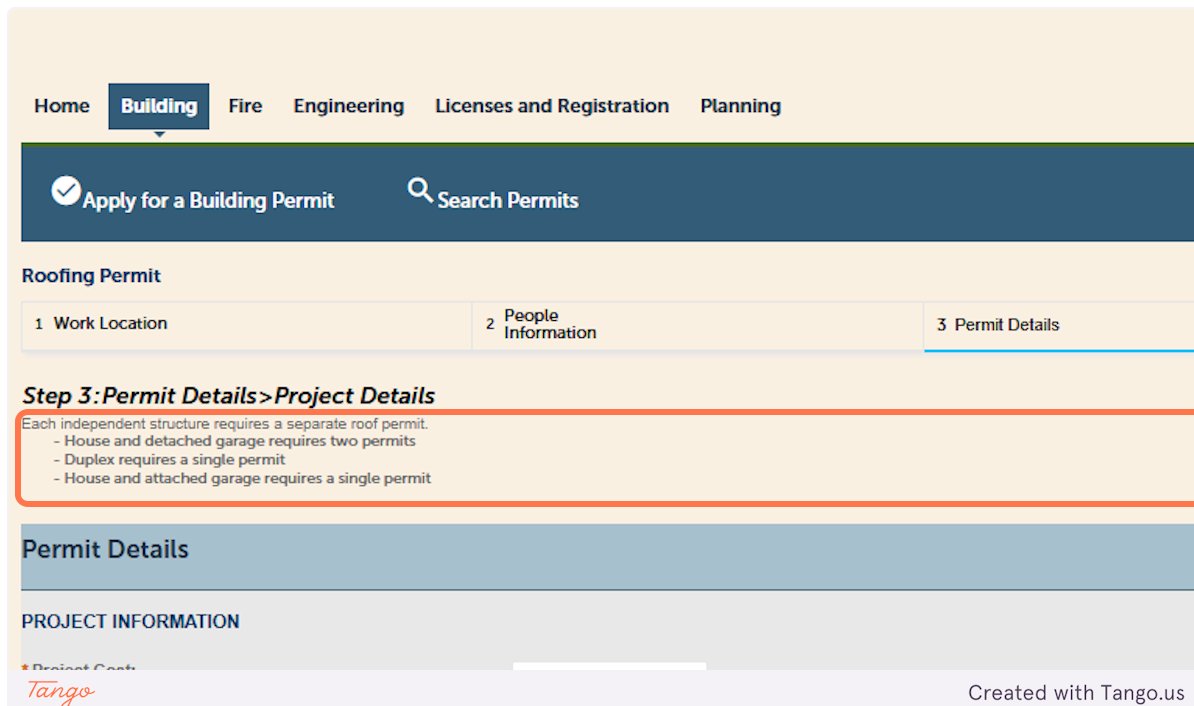
Tango Created with Tango.us



17. Click on Continue Application »



18. Read the information above permit details to ensure only the appropriate number of permits will be applied for.





19. Enter your Project Information

Roofing Permit

1 Work Location

2 People Information

3 Permit Details

4 Review

Step 3: Permit Details > Project Details
Each independent structure requires a separate roof permit.

- House and detached garage requires two permits
- Duplex requires a single permit
- House and attached garage requires a single permit

Permit Details

PROJECT INFORMATION

* Project Cost:

3

* Structure Type:

--Select--

* Roof Pitch:

?

* Roofing Material:

--Select--

* Roof Insulation Location:

--Select--

* Are you performing any structural repairs or alterations to the roof/truss system?:

?

☐ Yes ☐ No

Tango

Created with Tango.us

20. Click on Continue Application »

Online Maps | Permit Rates | Return to City of Missoula

Announcements | Logged in as: Testing Username | Collections (0) | Reports (1) | Account Management | Logout

Home | **Building** | Fire | Engineering | Licenses and Registration | Planning

Search...

Apply for a Building Permit | Search Permits

Roofing Permit

1 Work Location

2 People Information

3 Permit Details

4 Review

5 Pay Fees

6

Step 3: Permit Details > Project Details
Each independent structure requires a separate roof permit.

- House and detached garage requires two permits
- Duplex requires a single permit
- House and attached garage requires a single permit

Permit Details

PROJECT INFORMATION

* Project Cost:

2000

* Structure Type:

Residential Accessory **SP**

* Roof Pitch:

?

4.12

* Roofing Material:

Asphalt Shingles

* Roof Insulation Location:

Below Roof Deck

* Are you performing any structural repairs or alterations to the roof/truss system?:

?

☐ Yes ☒ No

* Indicates a required field.

Save and resume later

Continue Application »

Tango

Created with Tango.us



21. Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Roofing Permit

1 2 People Information 3 Permit Details 4 Review 5 Pay Fees 6 Record Submittal

Step 4: Review

Save and resume later Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Roofing Permit

Address Edit

435 RYMAN

Parcel Edit

Parcel Number: 0422060223760000
Lot 1
Block 12

Owner Edit

CITY OF MISSOULA
435 RYMAN ST
MISSOULA MT 59802-420

Licensed Professional Edit

OWNER CONTRACTOR -12-PEOP-00028

Applicant Edit

Individual
Testing Username
435 Ryman St
Missoula, MT 59804
Phone 1:5555555555
E-Mail (use same e-mail as previous step):wisea@ci.missoula.mt.us

Contact Person Edit

Individual

Created with Tango.us

22. Read the agreement at the bottom of the page.

If you agree, you should Select the box that states that you agree; this agreement must be selected in order to procure your permit.

435 Ryman St
Missoula, MT, 59804
Phone 1:5555555555
E-Mail (use same e-mail as previous step):wisea@ci.missoula.mt.us

Permit Details

PROJECT INFORMATION

Project Cost:	2000
Structure Type:	Residential Accessory Structure/Detached Garage
Roof Pitch:	4.12
Roofing Material:	Asphalt Shingles
Roof Insulation Location:	Below Roof Deck

Are you performing any structural repairs or alterations to the roof/truss system?: No

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true and correct, and I am electronically signing and filing this application.

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

Created with Tango.us



23. Click on Continue Application »

ed. By checking the box below, I understand and agree that I am

Date: 10/01/2025

[Continue Application »](#)

Tango Created with Tango.us

24. Review the fee.

Select Continue Application in order to pay associated fees due for the application.

Home **Building** Fire Engineering Licenses and Registration Planning

☒ Apply for a Building Permit Search Permits

Roofing Permit

1 2 **People Information** 3 Permit Details 4 Review 5 **Pay Fees** 6 Record Submittal

Step 5: Pay Fees

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
Reroof, 1-4 Dwelling Units or Accessory Structures	1	\$150.00

TOTAL FEES: \$150.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

2021 City of Missoula All rights reserved.

Tango Created with Tango.us





25. 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.

26. You have now submitted your application to the permitting and licensing portal.



27. Please take note of your permit number.

1 Work Location	2 People Information
<div><p>Your application has been successfully submitted. Please print your record and retain a copy for your records.</p></div>	
<p>Thank you for using our online services.</p> <p>Your Record Number is 2025-MSS-RES-00805</p>	
<div><p>A notice was added to this record on 05/20/2024. Condition: DER Required Severity: Notice Total Conditions: 1 (Notice: 1)</p><p>View additional details</p></div>	

Tango Created with Tango.us

28. Once the permit has been submitted you will receive an email with instructions regarding whether your permit is issued at the time of payment, or whether additional review will be required prior to issuance.

If additional review is needed, your permit will be issued once that is complete. You are not permitted to start working on your project until you have received confirmation that the permit is issued.