



## Applying for Roofing Permit

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**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**

MISSOULA MONTANA

Home Building Fire Engineering Licenses and Registration Planning

Apply for a Building Permit Search Permits

## Records

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

Home Building Fire Engineering Licenses and Registration Planning

Apply for a Building Permit Search Permits

**Online Application**

Welcome to the City of Missoula Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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I have read and accepted the above terms.

Continue Application »

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

[Apply for a Building Permit](#)       [Search Permits](#)

**Select a Record Type**

Choose one of the following available permit types. For assistance or to apply for a type of permit that is not listed here, please contact Development Services at (406) 552-6630.

Building Commercial       Mechanical Permit

Building Residential       Plumbing Permit

Demolition Permit       Roofing Permit

Electrical Permit

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**6. Read the instructions above the address field.**

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

Online Maps   Permit Atlas   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

[Apply for a Building Permit](#)       [Search Permits](#)

**Roofing Permit**

1 Work Location	2 People Information	3 Permit Details	4 Review	5 Pay Fees	6
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**Step 1: Work Location>Address, Parcel, Owner**

**Address**      \* indicates a required field.

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 enter street types or directional indicators in either the street no. or street name fields.  
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:

**Parcel**

\*Parcel Number:

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**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).

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**

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**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 the street suffix.

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**

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**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:

Lot:  Block:  Subdivision:

**Search** **Clear**

### Owner

\* Owner Name:

\* Address Line 1:

Address Line 2:

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**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:

\* Address Line 1:

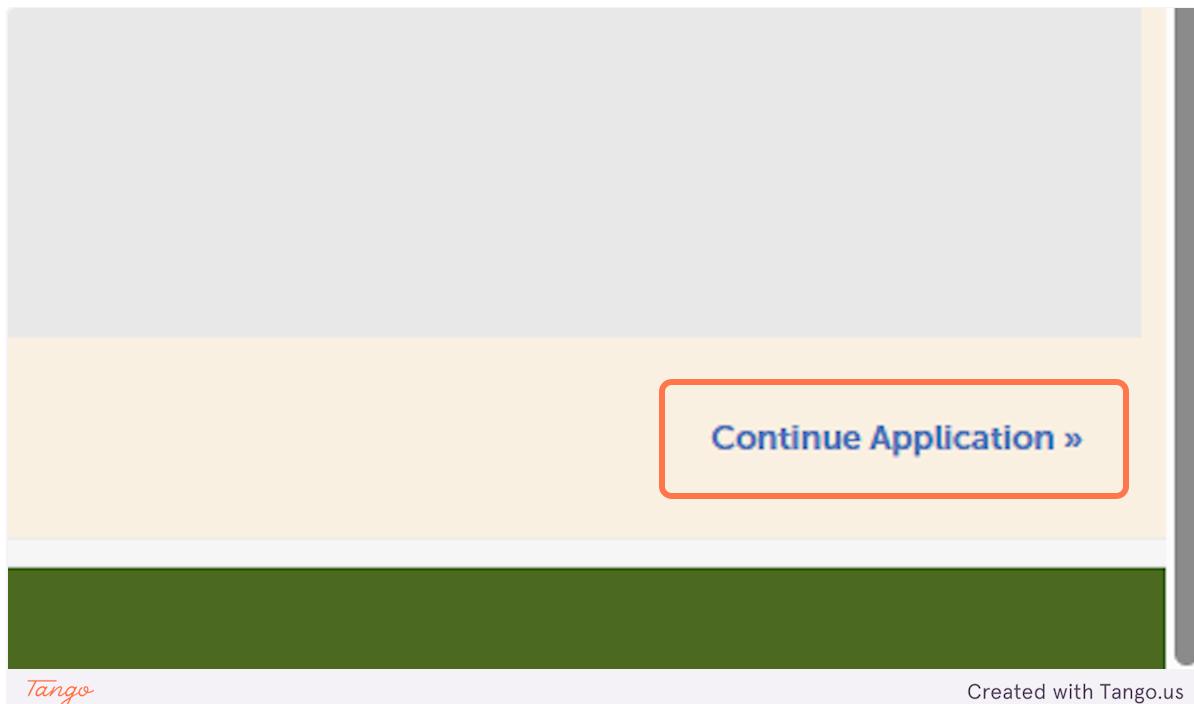
Address Line 2:

Address Line 3:

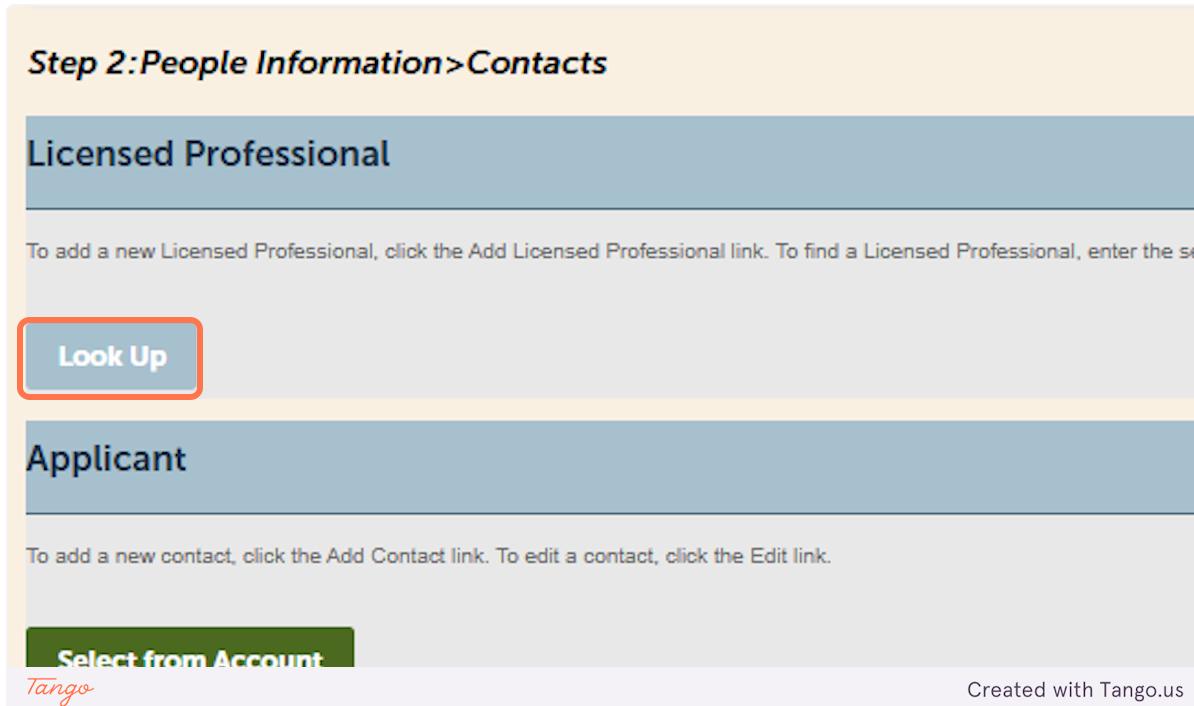
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**11. Click on Continue Application**



**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 are 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:   
--Select--

First:  Last:

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**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**

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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](#)

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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

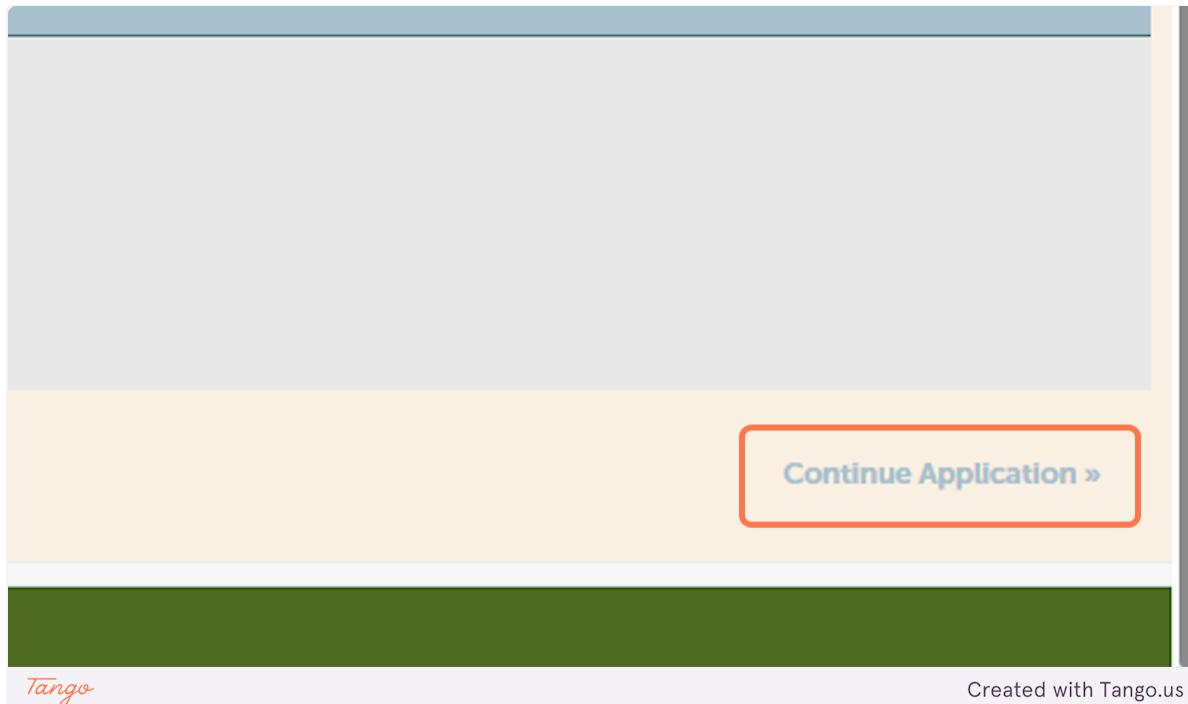
Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Contact Person	Testing Username
<input type="radio"/> Associated Owner		CITY OF MISSOULA

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

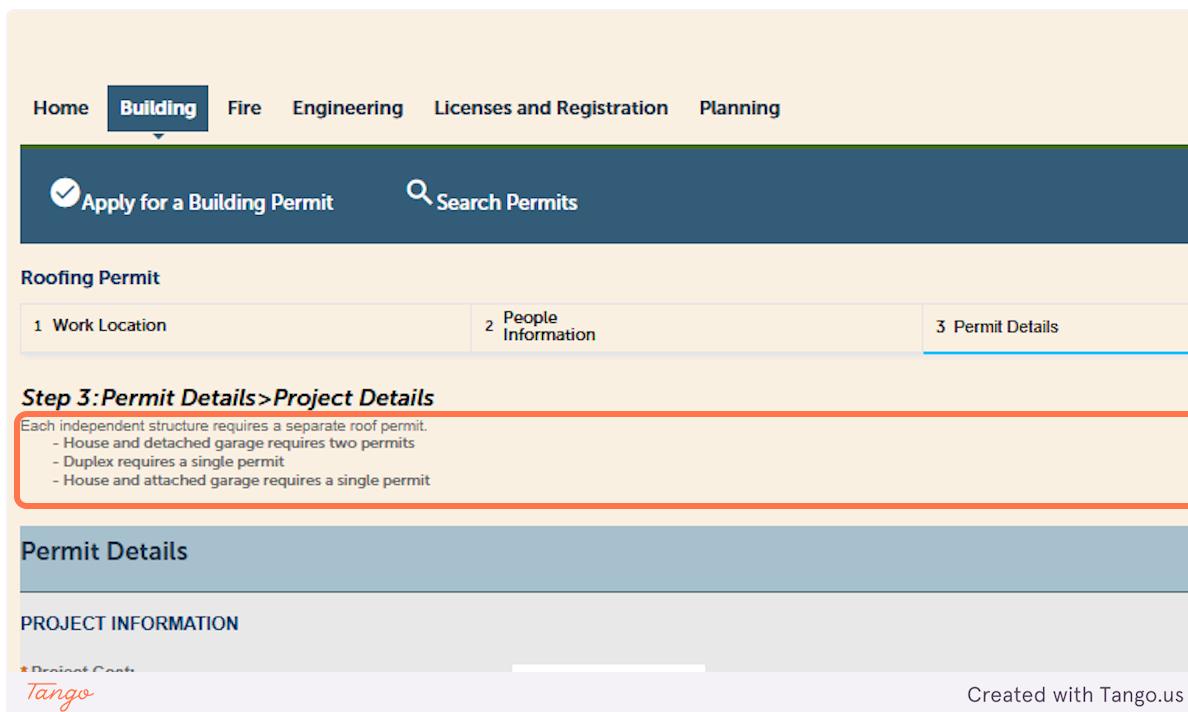
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**17. Click on Continue Application »**



**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:

\* Structure Type:

\* Roof Pitch:

\* Roofing Material:

\* Roof Insulation Location:

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

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## 20. Click on Continue Application »

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

Home    Building    Fire    Engineering    Licenses and Registration    Planning    Search...   

**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

\* indicates a required field.

**Permit Details**

**PROJECT INFORMATION**

\* Project Cost:

\* Structure Type:

\* Roof Pitch:

\* Roofing Material:

\* Roof Insulation Location:

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

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

Roofing Permit

1 People Information 2 Permit Details 3 Review 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** 435 RYMAN **Edit**

**Parcel** Parcel Number 042200222370680000  
Lot 1  
Block 12 **Edit**

**Owner** CITY OF MISSOULA  
435 Ryman St  
MISSOULA MT 59802 420 **Edit**

**Licensed Professional** OWNER CONTRACTOR -12-PEOP-00028 **Edit**

**Applicant** **Edit**

Individual Testing Username: 435 Ryman St Missoula, MT, 59804 Phone: 15555555555 E-Mail (use same e-mail as previous step):wisea@ci.missoula.mt.us

**Contact Person** **Edit**

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**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 accurate to the best of my knowledge. I am electronically signing and filing this application.

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

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**23. Click on Continue Application »**

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

Date: 10/01/2025

**Continue Application »**

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**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 People Information 2 Permit Details 3 Review 4 Pay Fees 5 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 »**

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**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.**

The screenshot shows a payment interface. At the top, there are three buttons: "Apply for an Engineering Permit", "Search for Engineering Permits", and "Schedule an Inspection". Below these are instructions: "Please select a payment method and then fill in all required information. The available payment methods are: Credit Card". A "Payment Options" section shows an amount of \$300.00. A radio button "Pay with Credit Card" is selected. The "Credit Card Information" section contains fields for Card Type (dropdown), Card Number (input), Security Code (input), and Exp. Date (dropdown). The "Credit Card Holder Information" section contains fields for Name on Card (input), Exp. Date (dropdown), and a dropdown for "Auto-RB with" (Missie McCarthy). Below these are fields for Country (United States), Street Address, City, State, Zip, Phone, and E-mail. A "Submit Payment" button is at the bottom left, and a note at the bottom right says "2025 City of Missoula All rights reserved."

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

The screenshot shows a building permit application status page. The top navigation bar includes "Home", "Building" (which is highlighted in blue), "Fire", "Engineering", "Licenses and Registration", and "Planning". Below the navigation is a search bar with "Apply for a Building Permit" and "Search Permits" buttons. The main content area is titled "Building Residential" and shows three steps: "1 Work Location", "2 People Information", and "3 Permit Details". A green box at the bottom of the first step contains a checkmark icon and the message: "Your application has been successfully submitted. Please print your record and retain a copy for your records." A note below says "Thank you for using our online services. Your Record Number is 2025-MSS-RES-00805." A blue info icon with an exclamation mark indicates a notice: "A notice was added to this record on 05/20/2024. Condition: DER Required Severity: Notice Total Conditions: 1 (Notice: 1)". A "View additional details" link is at the bottom left, and a "Tango" watermark is at the bottom right.



**27. Please take note of your permit number.**

1 Work Location      2 People Information

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 **2025-MSS-RES-00805**

A notice was added to this record on 05/20/2024.  
Condition: DER Required   Severity: Notice  
Total Conditions: 1 (Notice: 1)

[View additional details](#)

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**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.