

RESOLUTION 8887

A resolution of the Missoula City Council increasing the fee schedule as planned in the attached exhibits for the following services effective January 1, 2026:

- Exhibit A - CPDI Business Licensing Fee Schedule
- Exhibit B - CPDI Planning Fee Schedule
- Exhibit C - Building MEP Fee Schedule
- Exhibit D - Building Permits and Plan Review Schedule

WHEREAS, 7-1-4123(7) MCA authorizes local governments to charge reasonable fees for the provision of services; and

WHEREAS, the City of Missoula has conducted an official fee study in 2025 to establish the costs of providing certain services; and


WHEREAS, the City Council duly advertised and conducted a public hearing relating to these proposed fees; and

WHEREAS, in accordance with the City Charter, Article 1, Section 6, a public hearing was duly advertised on July 26, 2025, and August 2, 2025, and held by the City council on August 4 and August 11, 2025, in order to give the public an opportunity to be heard.


NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOULA, MONTANA, hereby amends and adopts the fees as shown in Exhibit A, Exhibit B, Exhibit C, and Exhibit D with an effective date of January 1, 2026.

PASSED AND ADOPTED this 18th day of August 2025.

ATTEST:


Claire Trimble (Aug 21, 2025 14:49:01 MDT)
Claire Trimble, City Clerk

APPROVED:



Andrea Davis, Mayor

(SEAL)



Exhibit A

Business Licensing FY26 FEE SCHEDULE

Fee Ref #	Fee Title	Fee Existing, New or Restructured	Recommended Fees			FY24 Min Cost Recovery %	100% Cost Recovery from Fee Study	Proposed FY26 MIN / Flat Cost Recovery %	Proposed FY26 MAX Cost Recovery %	Justification for Subsidy / Comments	FY26 Proposed Fee Increase (%) FY25 to FY26	Current 2025 Fees			Recommended Fees			
			FY24 Fee or Flat	Min (4 FTE)	Max (85 FTE)							FY25 Current Fee	FTE Fee or Flat Fee	Min (4 FTE)	Max (85 FTE)	FY26 Recommended Fee	FTE Fee or Flat	Min (4 FTE)
	BUSINESS LICENSE & REGISTRATION FEE SCHEDULE																	
BUSINESS LICENSE APPLICATION FOR NEW, CHANGE IN LOCATION, OR CHANGE IN OWNERSHIP																		
Location Base Fee, Number of Owner / Employee Full Time Equivalent																		
1	Commercial Location in City Limits	E	\$ 46	\$ 184	\$ 3,910	17%	\$ 1,056.83	23%	483%	Renewals Subsidize / Lower Barrier to Entry	22%	\$ 49	\$ 196	\$ 4,165	\$ 60	\$ 240	\$ 5,100	
2	Home Based in City Limits	E	\$ 30	\$ 120	\$ 2,550	60%	\$ 199.91	80%	1701%	Renewals Subsidize / Lower Barrier to Entry	25%	\$ 32	\$ 128	\$ 2,720	\$ 40	\$ 160	\$ 3,400	
3	Outside City Limits	N	\$ 30	\$ 120	\$ 2,550	300%	\$ 40.01	330%	7010%	Renewals Subsidize / Lower Barrier to Entry	3%	\$ 32	\$ 128	\$ 2,720	\$ 33	\$ 132	\$ 2,805	
4	Commercial Location Alcohol Sales	E	\$ 76	\$ 304	\$ 6,460	29%	\$ 1,056.83	32%	684%	Renewals Subsidize / Lower Barrier to Entry	5%	\$ 81	\$ 324	\$ 6,885	\$ 85	\$ 340	\$ 7,225	
5	Itinerant / Mobile Vendor	R	\$ 157			30%	\$ 524.16	38%	811%		19%	\$ 168			\$ 50	\$ 200	\$ 4,250	
*Non-Profit and Veteran Liquor License Exempt from Base Fee																		
Permission Based (In addition to Location Base Fee)																		
6	Liquor License: Beer or Wine--\$200	E	\$ 200				\$ 550.19	36%		MCA 16.4.501 and 503 limit.	0%	\$ 200			\$ 200			
7	Liquor License: Beer & Wine--\$400	E	\$ 400				\$ 550.19	73%		MCA 16.4.501 and 503 limit.	0%	\$ 400			\$ 400			
8	Liquor License: All Beverage--\$500	E	\$ 500				\$ 550.19	91%		MCA 16.4.501 and 503 limit.	0%	\$ 500			\$ 500			
9	Liquor License Veteran & Non Profit *No Base Location FTE Fee	E	\$ 406			0%	\$ 1,607.01	25%		MCA 16.4.501 and 503 limit.	0%	\$ 406			\$ 406			
10	Cannabis License	N					\$377 to \$1183	133%	42%	To prevent perception of bias against cannabis industry, recommend setting equivalent to highest allowed alcohol fee.	New Fee / 100%				\$ 500			
11	Daycare	N/R					\$ 475.06	100%			New Fee / 100%				\$ 475			
12	Sidewalk Café Endorsement	E	\$ 72				\$ 314.67	100%			309%	\$ 77			\$ 315			
13	Pawnbroker Endorsement	E	\$ 475				\$ 339.81	154%		This has historically covered increased city services (Fire / PD) for these businesses not recognized in fee assessment.	3%	\$ 508			\$ 525			
Commercial Rental															Min 5K SQFT		Max 100K SQFT	
17	Square Footage of Rented Space	R		\$ 252	\$ 3,962	55%	\$ 457.25	55%	1093%	~25% under-recover, 50% recover, 25% over-recover based on min sqft	-7%		\$ 270	\$ 4,240	\$ 0.05	\$ 250	\$ 5,000	
18	Multiple Tenant on Parcel (In addition to Square Footage)	R		\$ 252	\$ 3,962	51%	\$ 490.74	100%					\$ 270	\$ 4,240	\$ 50			
Public Markets															Min 4		Max 50	
19	License Application Per Table/Booth	E	\$ 93	\$ 372	\$ 4,650	32%	\$ 1,155.30	35%	433%	Most markets have more than 4 tables - range 15 to maximum fee (181 tables). 100% Recovery at 12 or more tables.	0%	\$ 100	\$ 400	\$ 5,000	\$ 100	\$ 400	\$ 5,000	
Other Fees for Application / As Applicable																		
20	Background Checks Investigations	E	\$ 63			44%	\$ 141.98	49%		Renewals Subsidize / Lower Barrier to Entry	4%	\$ 67			\$ 70			
BUSINESS LICENSE RENEWALS																		
Location Base Fee, Number of Owner / Employee Full Time Equivalent																		
21	Applies to General, Contractor, Itinerant, and Cannabis Licenses Number of Owner / Employee Full Time Equivalent, plus as applicable:	R	\$ 26	\$ 104	\$ 2,210	717%	\$ 14.51	744%	15817%	Over Recover to subsidize other fees / Lower Barrier to Entry	4%	\$ 26	\$ 104	\$ 2,210	\$ 27	\$ 108	\$ 2,295	
22	Applies to Liquor Licenses Number of Owner / Employee Full Time Equivalent, plus as applicable:	R	\$ 67	\$ 268	\$ 5,695	1847%	\$ 14.51	2068%	43937%	Liquor renewals historically covered increased city services (Fire / PD) for these businesses not recognized in fee assessment. Over recover to subsidize other fees / lower barrier to entry with new app.	4%	\$ 72	\$ 288	\$ 6,120	\$ 75	\$ 300	\$ 6,375	
*Non-Profit and Veteran Liquor License Exempt from Base Fee																		
Permission Based (In addition to Base Renewal Fee)																		
23	Liquor License: Beer or Wine--\$200	E					\$ 224.38	89%		MCA 16.4.501 and 503 limit.	0 / No Increases				\$ 200			
24	Liquor License: Beer & Wine--\$400	E					\$ 224.38	178%		MCA 16.4.501 and 503 limit.	0 / No Increases				\$ 400			
25	Liquor License: All Beverage--\$500	E		\$ 200	\$ 500	89%	\$ 224.38	223%		MCA 16.4.501 and 503 limit.	0 / No Increases		\$ 200	\$ 500	\$ 500			
26	Liquor License Veteran & Non Profit *No Base Location FTE Fee	E	\$ 406			117%	\$ 346.03	117%		MCA 16.4.501 and 503 limit.	0 / No Increases	\$ 406			\$ 406			
27	Cannabis	N				0%	\$ 379.58	20%		Annual Fire Inspections / Subsidize for Community Safety	New Fee / 20%				\$ 75			
28	Commercial Daycare	N				0%	\$ 346.03	22%		Annual Fire Inspections / Subsidize for Community Safety	New Fee / 20%				\$ 75			
29	Group Home Care (8+ Tenants)	N				0%	\$ 344.66	22%		Annual Fire Inspections / Subsidize for Community Safety	New Fee / 20%				\$ 75			
30	Sidewalk Café Endorsement	E	\$ 72			100%	\$ -	100%		This has historically covered increased PD / Engineering Inspections not recognized in fee assessment. Very Few!	-3%	\$ 77			\$ 75			
31	Pawnbroker Endorsement	E	\$ 475			100%	\$ -	100%		This has historically covered increased PD support not recognized in fee assessment.	3%	\$ 508			\$ 525			
Commercial Rental															Min 5K SQFT		Max 100K SQFT	
32	Square Footage of Rented Space	R		\$ 68	\$ 1,875	469%	\$ 14.51	517%	10338%	Landlord Fees subsidize commercial license fee.	3%	.0121 - .1075	\$ 73	\$ 2,006	\$ 0.015	\$ 75	\$ 1,500	
Public Markets															Min 4		Max 50	
33	License Application Per Table/Booth	E	\$ 24	\$ 96	\$ 1,200	662%	\$ 14.51	744%	9304%	Historically covered increased city services (Right-of-way use, energy, PD, Fire) for these businesses not recognized in fee assessment. However, there is no data in fee study to support additional fees.	4%	\$ 26	\$ 104	\$ 1,300	\$ 27	\$ 108	\$ 1,350	
SHORT TERM RENTAL REGISTRATION																		
34	New Registration Application (each application)	E	\$ 594			117%	\$ 509.79	129%		This supports Granicus Software and resources for delisting/compliance.	4%	\$ 636			\$ 660			
35	Renewal	E	\$ 220			1884%	\$ 11.68	2098%		This supports Granicus Software and resources for delisting/compliance.	4%	\$ 235			\$ 245			
OTHER FEES																		
36	Going out of business license	E	\$ 37			23%	\$ 162.30	102%	0%		323%	\$ 39			\$ 165			
37	Tech Fee 5%	N																
38	Non-Compliance Investigation and Enforcement - Actual Time at Staff Hourly Rates	N				0%	\$ 149.78	100%							\$ 150			

2026 Planning Fee Schedule	
Fee Title	2026 Fee
NOTIFICATION LETTERS	
Base Fee	\$ 9.00
Certified First Class Mail (cost per letter)	\$ 11.00
First Class Mail (cost per letter)	\$ 2.00
SIGN PERMITS	
Banner Sign Permit	\$ 97.00
Sidewalk Sign Permit	\$ 130.00
Wall / Projecting / Ground Sign Permit	\$ 188.00
Window Sign Permit	\$ 147.00
Awning / Canopy / Hanging Sign Permit	\$ 164.00
Dynamic Display / Pump Top Unit Sign Permit	\$ 164.00
Other Sign Permit	\$ 129.00
ZONING COMPLIANCE PERMITS (ZCP) - ZONING COMPLIANCE REVIEW (ZCR)	
ZCP / ZCR Residential Accessory Use	\$ 184.00
ZCP / ZCR Commercial or Industrial Accessory Use	\$ 531.00
ZCP / ZCR Single & Two-Unit Residential	\$ 294.00
ZCP / ZCR Commercial & Mixed Use	\$ 709.00
ZCP / ZCR Industrial	\$ 692.00
ZCP / ZCR Multi-Dwelling (3 or more units)	\$ 802.00
ZCP/ZCR Multiple Building Permits on One Parcel	\$ 2,107.00
Administrative Adjustment (requiring report)	\$ 2,139.00
ZCP Temporary Uses	\$ 131.00
Final Zoning Compliance Inspection	\$ 369.00
ZCP / ZCR Internal Building Changes Only/Other Minor Services - 30 minute or less fee	\$ 112.00
ZCP Site Alterations (e.g. Landscaping and Paving Plans)	\$ 668.00
ZCP Wireless Communications Facilities - Modification to Existing	\$ 628.00
ZCP Wireless Communications Facilities - New	\$ 638.00
ZCR/ZCP Resubmittal (50% of the application fee for each resubmittal)	50% of fee
ZCP/ZCR Activity Area Review	\$ 216.00
TOWNHOME EXEMPTION DEVELOPMENT	
ZCP TED - 5 or less Units	\$ 1,652.00
ZCP TED - 6 - 10 units	\$ 2,337.00
ZCP TED - each additional unit above 10	\$ 229.00
TED Amendment	\$ 522.00
GROWTH POLICY COMPLIANCE	
Growth Policy Compliance - Single Family Residential (Long Range Planning Review)	\$ 601.00
Growth Policy Compliance - Multi-Family, Commercial & Industrial (Long Range Planning Review)	\$ 1,012.00
Growth Policy Compliance Appeal	\$ 3,214.00
FLOODPLAIN ACTIVITIES	
Letter of Map Change Request (w / o FP Permit)	\$ 331.00
Floodplain Permit – Small Scale (SDUs, small ponds, typical agricultural structures, utilities)	
*multiple SDUs on one permit will be charged per SDU	\$ 1,161.00

Floodplain Permit – Large Scale (In - stream structures, bank stabilization, bridges, campgrounds, gravel pits)	\$ 1,473.00
Floodplain Permit – Large Scale (multi-dwelling, commercial / industrial structures)	\$ 1,352.00
Floodplain Application during / after Project Complete (50% of fee added to original fee)	50% of fee
Floodplain Permit Extension	\$ 78.00
Floodplain Permit Variance Application	\$ 2,472.00
Floodplain Permit Appeal Application	\$ 2,853.00
BOARD OF ADJUSTMENT (BOA)	
Variance: Single & Two Unit Residential - base (+ fee per additional variance)	\$ 2,921.00
Variance: Single & Two Unit Residential - per additional variance	\$ 261.00
Variance: Multi-Dwelling, Commercial & Industrial - base (+ fee per additional variance)	\$ 4,304.00
Variance: Multi-Dwelling, Commercial & Industrial - per additional variance	\$ 305.00
Appeal of Administrative Action	\$ 4,257.00
Appeal of Administrative Action - With Historic Preservation Officer Involvement	\$ 5,168.00
Sign Variance	\$ 3,407.00
PUBLIC FORUM:	
Public Forums - Base fee (+ fee per additional code variation)	\$ 3,048.00
Public Forums - Each Additional Variation	\$ 146.00
DESIGN REVIEW	
Special Sign Design Review - Base Including First Sign	\$ 2,104.00
Special Sign Design Review - Each Additional Sign	\$ 151.00
Building Graphics Review	\$ 972.00
Special Sign Design Review - Heritage Signs	\$ 2,043.00
Design Review for Townhouse Alternative Compliance	\$ 2,506.00
Design Review for Multi-Dwelling / Landscaping Alternative Compliance	\$ 3,699.00
CONDITIONAL USE	
Conditional Use Review	\$ 4,993.00
DESIGN EXCELLENCE REVIEW (DER)	
Design Excellence Review: Site Modification / Façade Modification	\$ 552.00
Design Excellence Review: New Construction / Addition	\$ 785.00
Additional Cost per Variation	\$ 177.00
ZONING / REZONING / ANNEXATION	
Zoning Map Amendment (Rezoning) - Base Fee Includes Rezone to 1 Standard Zoning District (+ fee per each additional resultant zoning district)	\$ 7,212.00
Zoning Map Amendment (Rezoning) - each additional resultant zoning district	\$ 712.00
PUD Overlay Rezoning - Projects 1 acre or less	\$ 10,579.00
PUD Overlay Rezoning - Projects over 1 acre to 10 acres	\$ 14,431.00
PUD Overlay Rezoning - Greater than 10 acres - Base fee (+ fee per acre over 10 acres)	\$ 14,540.00
PUD Overlay Rezoning - Greater than 10 acres - fee per acre	\$ 323.00
Neighborhood Character Overlay - Base fee including 1 subdistrict (+ fee per additional subdistrict)	\$ 10,340.00
Neighborhood Character Overlay - each additional subdistrict	\$ 218.00

PUD Overlay - Final Development Plan	\$ 3,666.00
Land Use Plan Amendment: Targeted - Base fee (+ fee for each resultant land use designation)	\$ 4,400.00
Land Use Plan Amendment: Targeted - each resultant land use designation	\$ 259.00
Land Use Plan Amendmen - Appeal	\$ 15,186.00
Annexation - Base fee up to 3 acres (+ fee per each additional acre)	\$ 7,196.00
Annexation - each additional acre	\$ 122.00
Annexation with Subdivision	\$ 3,131.00
Adaptive Reuse Zoning Map Amendment (Rezoning) – Base fee up to 1 historic structure (+ fee per each additional historic structure)	\$ 8,023.00
Adaptive Reuse Zoning Map Amendment (Rezoning) – each additional historic structure	\$ 1,074.00
DEVELOPMENT AGREEMENTS	
Development Agreements	\$ 7,966.00
SUBDIVISION:	
Subdivision Exemption Affidavit (SEA)	\$ 400.00
Subdivison Preliminary Plat (1 - 5 lots) Administrative	\$ 10,994.00
Subdivision Preliminary Plat (1-5 Lots) w/ Public Hearing	\$ 12,249.00
Subdivison Preliminary Plat (1-5 Lots) Parks and Trails Review	\$ 388.00
Final Plat Review (1-5 Lots)	\$ 2,667.00
Final Plat (1-5 Lots) Parks and Trails Review	\$ 919.00
Subdivision Preliminary Plat (6 - 10 Lots): base fee + cost per each lot	\$ 15,774.00
Subdivison Preliminary Plat (11 - 20 Lots): base fee + cost per each lot	\$ 16,638.00
Subdivision Preliminary Plat (21 - 40 Lots): base fee + cost per each lot	\$ 18,818.00
Subdivision Preliminary Plat (Over 40 Lots): base fee + cost per each lot	\$ 22,624.00
Subdivision Lot Fee (over 5 lots) - per Lot (applies to all base fees)	\$ 199.00
Subdivision Preliminary Plat Parks and Trails Review	\$ 3,924.00
Subdivision Final Plat Review	\$ 4,126.00
Final Plat Resubmittal Fee (50% of cost of original fee)	50% of fee
Phased Development Review	\$ 4,032.00
Subdivision Final Plat Parks and Trails Review	\$ 5,217.00
Variance from Subdivision Standard	\$ 1,829.00
Vacation of Recorded Plat	\$ 3,039.00
Phasing Plan Extension / Amendment	\$ 2,860.00
Minor Plat Adjustment	\$ 568.00
Sxwtpqyen Master Plan Review - Under or equal to 5 acres with subdivision (in addition to subdivison/annexation fees)	\$ 5,210.00
Sxwtpqyen Master Plan Review - Under or equal to 5 acres without subdivision (in addition to annexation fee)	\$ 7,224.00
Sxwtpqyen Master Plan Review - Over 5 acres with subdivision (in addition to subdivision/annexation fee)	\$ 7,678.00
HISTORIC PRESERVATION:	
Historic Preservation Permit - Demolition / Relocation	\$ 2,521.00
Historic Preservation Permit - w/out HPC Review	\$ 1,769.00
Historic Preservation Permit - w/ HPC Review	\$ 2,590.00

Historic Preservation Permit - Expedited	\$ 1,670.00
Historic Preservation Permit - Add-on for Public Hearing for an Expedited Permit	\$ 347.00
Demolition Fees:	
Demolition - Entire Detached Structure (1-2 unit buildings)	\$ 27.00
Demolition - Entire Detached Structure (commercial/ 3+ unit buildings)	\$ 27.00
Demolition - Partial / Exploratory Demolition (1-2 unit buildings)	\$ 27.00
Demolition - Partial / Exploratory Demolition (commercial/ 3+ unit buildings)	\$ 27.00

Building Permit Fee Schedule

	Current 2025 Fee's	Proposed 2026 Fee's	E- Existing Fee N- New Fee R- Restructured Fee
A. BUILDING PERMITS			
1. Demolition Permit Fee	\$23.00		E
a. Demolition - Entire Detached Structure (Residential/ Commercial/)	\$23.00	\$356.00	R 100% cost recovery rate.
b. Demolition - Entire Accessory Structure with no M.E.P	\$23.00	\$80.00	R Partial cost recovery.
c. Demolition - Partial / Exploratory Demolition (Residential/Commercial)	\$23.00	\$80.00	R Partial cost recovery.
2. Solar Installation permit flat fee	\$96.00	\$100.00	E
3. Residential Re-roof permit flat fee	\$150.00	\$281.00	E 100% cost recovery rate.
B. MECHANICAL PERMITS			
1. Mechanical Permit Issuance			
a. For issuing each permit	\$41.00	\$43.00	E
b. For issuing each supplemental permit for which the original permit is not expired, cancelled or completed. Except for wood stoves or solid fuel appliances. May not extend to another applicant's permit	\$12.00	\$13.00	E
2. Furnaces			
a. For the installation or relocation of each forced-air or gravity-type furnace, burner or heat exchanger, including any ducts or vents attached to such appliance, up to and including 100,000 BTU/HR	\$27.00	\$29.00	E
b. For the installation or relocation of each forced-air or gravity-type furnace, burner or heat exchanger, including any ducts or vents attached to such appliance, over 100,000 BTU/HR	\$32.00	\$34.00	E
3. Heaters			
a. For the installation or relocation of each suspended heater, recessed wall heater, floor mounted room heater, floor furnace, wall furnace or gas fireplace insert, including vents attached to such appliance	\$27.00	\$29.00	E
4. Appliances Vents/Combustion Air Ducting			
a. For the installation, relocation or replacement of each appliance vent or combustion air ducting not included in an appliance permit	\$12.00	\$13.00	E
5. Repairs or Additions			
a. For the repair of, alteration of, or addition to each existing heating appliance, refrigeration unit, cooling unit, or for each such system, including installation of controls regulated by the Mechanical Code	\$27.00	\$29.00	E
6. Boilers, Compressors or Heat Exchangers			
a. For the installation or relocation of each boiler, or steam or hot water heat exchanger, up to and including 100,000 BTU/HR; or for each compressor (including package or rooftop units) up to and including 3 horsepower (ton).	\$27.00	\$29.00	E
b. For the installation or relocation of each boiler, or steam or hot water heat exchanger, over 100,000 BTU/HR up to and including 500,000 BTU/HR; or for each compressor (including package or rooftop units) over 3 horsepower (ton) up to and including 15 horsepower (ton).	\$44.00	\$46.00	E
c. For the installation or relocation of each boiler, or steam or hot water heat exchanger, over 500,000 BTU/HR up to and including 1,000,000 BTU/HR; or for each compressor (including package or rooftop units) over 15 horsepower (ton) up to and including 30 horsepower (ton).	\$59.00	\$62.00	E
d. For the installation or relocation of each boiler, or steam or hot water heat exchanger, over 1,000,000 BTU/HR up to and including 1,750,000 BTU/HR; or for each compressor (including package or rooftop units) over 30 horsepower (ton) up to and including 50 horsepower (ton).	\$91.00	\$95.00	E
e. For the installation or relocation of each boiler, or steam or hot water heat exchanger, over 1,750,000 BTU/HR up to and including 1,750,000 BTU/HR; or for each compressor (including package or rooftop units) over 50 horsepower (ton).	\$152.00	\$159.00	E
7. Air Handlers			
a. For each air-to-air heat exchanger, including any ducts attached thereto	\$20.00	\$21.00	E

b. For each air-handling unit or fan-coil unit up to and including 10,000 cubic feet per minute(CFM), including ducts attached thereto	\$20.00	\$21.00	E
c. For each air-handling unit over 10,000 CFM.	\$32.00	\$34.00	E
Note: The above fees do not apply to air-handling units which are a portion of a factory-assembled appliance, cooling unit, or evaporative cooler for which a permit is required elsewhere in the Mechanical Code.			
8. Evaporative Coolers			
a. For each evaporative cooler other than portable type	\$20.00	\$21.00	E
9. Ventilation and Exhaust			
a. For each ventilation fan connected to a single duct	\$12.00		E
b. For each ventilation system, or for ductwork which is not a portion of any heating or air-conditioning system authorized by a permit	\$20.00	\$21.00	E
c. For the installation of each hood which is served by mechanical exhaust, including the duct for such hood, but not including any related fans or make-up air	\$20.00	\$21.00	E
10. Miscellaneous Mechanical			
a. For the installation or relocation of each residential-type wood stove or solid fuel appliance, including chimney, but no including any other required air-quality permits from other agencies	\$54.00	\$57.00	E
b. For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories or for which no other fee is listed	\$20.00	\$21.00	E
11. Fuel/Gas Piping			
a. For each gas-piping system of one to four outlets (per fuel/gas service)	\$15.00	\$16.00	E
b. For each gas-piping system, additional outlets over four per outlet (per fuel/gas service)	\$7.00	\$8.00	E
C. PLUMBING PERMITS			
1. Plumbing Permit Issuance			
a. For issuing each permit	\$41.00	\$43.00	E
b. For issuing each supplemental permit for which the original permit is not expired, cancelled or completed. Except for wood stoves or solid fuel appliances. May not extend to another applicant's permit.	\$12.00	\$13.00	E
2. Schedule of Plumbing Fees			
a. For the installation, relocation or replacement of plumbing fixture, trap or stub-out	\$15.00	\$16.00	E
b. For each water heater or replacement (storage tank type)	\$15.00	\$16.00	E
c. For installation, alteration, or repair of water piping and/or water treatment equipment	\$15.00		E
d. For repair or alteration of drainage or vent piping	\$15.00	\$16.00	E
e. For each lawn sprinkler or fire protection system, or any one meter, including backflow protection device	\$15.00	\$16.00	E
f. For 1 to 4 total unprotected plumbing fixtures, tanks, vats, etc., or vacuum breaker or backflow protection device (each)	\$15.00	\$16.00	E
g. For 5 or more unprotected plumbing fixtures, tanks, vats, etc., or vacuum breaker or backflow protection device (each)	\$7.00	\$8.00	E
h. For each industrial water pre-treatment equipment including the drainage and vent	\$20.00	\$21.00	E
i. For each medical gas and vacuum piping system serving one to five inlet(s), outlet(s) or opening(s) for a specific gas	\$134.00	\$140.00	E
j. For each additional medical gas and vacuum inlet(s), outlet(s) or opening(s) over 5	\$14.00	\$15.00	E
k. For each gray water system installation	\$96.00	\$100.00	E
D. ELECTRICAL PERMITS			
1. Single-Family Dwelling			
a. New construction 100 to 300 Amp service	\$347.00	\$361.00	E
b. New construction 301 or more Amp service	\$538.00	\$560.00	E
c. New addition to, remodel or interior rewire of existing	\$105.00	\$110.00	E
d. Change or upgrade service – meter and/or breaker panel	\$66.00	\$69.00	E

e. Miscellaneous residential wiring (labor and materials not to exceed \$50.00)	\$41.00	\$43.00	E
f. Miscellaneous residential wiring (labor and materials over \$50.00 but no addition, remodel or interior rewire)	\$80.00		E
g. For mobile home, manufactured home, modular home, or travel trailer use #5			E
2. Duplex			
a. New construction – any capacity service	\$481.00	\$501.00	E
b. Any other installations – use #7			E
3. Multi-Family Dwelling (3 to 12 units)			
a. New construction – any capacity service	\$267.00	\$278.00	E
b. New construction of multi-family dwellings over 12 units or any other installations use #7	\$58.00		E
4. Detached Residential Accessory Building (Garages, Sheds, Barns, Etc.)			
a. New construction / existing unwired – up to 200 Amp service	\$105.00	\$110.00	E
b. New construction / existing unwired – 201 to 300 Amp service	\$267.00	\$278.00	E
c. New construction / existing unwired – 301 Amp service or more	\$347.00	\$361.00	E
d. New construction – any capacity branch service from primary structure (if wired at the same time as primary structure)	\$41.00	\$43.00	E
e. New addition to, remodel, or interior rewire of existing	\$105.00	\$110.00	E
f. Change or upgrade service – meter and/or breaker panel	\$66.00	\$69.00	E
g. Miscellaneous residential wiring (labor and materials not to exceed \$50.00)	\$41.00	\$43.00	E
h. Miscellaneous residential wiring (labor and materials over \$50.00 but no addition, remodel, or interior rewire)	\$80.00		E
5. Mobile Home, Manufactured Home, Modular Home or Travel Trailer			
a. Located inside a Court with an existing service (feeder only – service upgrade not included)	\$66.00	\$69.00	E
b. Located outside a Court with an existing service (feeder only – service upgrade not included)	\$66.00	\$69.00	E
c. Located inside or outside a Court with a new service or service upgrade (includes feeder if done at same time)	\$105.00	\$110.00	E
d. For new service or service upgrade only at meter – use #7			E
e. New mobile home courts and/or recreational vehicle parks per space for the first 3 spaces. Additional spaces installed at the same time.	\$41.00	\$43.00	E
Fee per additional space:	\$11.00		E
f. Change or upgrade service – breaker panel only	\$66.00	\$69.00	E
g. Display homes and mobile offices – use #7			E
6. Special Installations			
a. Irrigation wells, livestock wells, etc. (includes new service and feeder for equipment if done at same time)	\$105.00	\$110.00	E
b. Irrigation pump, machines or other outdoor equipment per unit (one pump and/or one pivot)	\$94.00	\$98.00	E
c. Temporary construction service	\$66.00	\$69.00	E
d. STEP sewer system	\$94.00	\$98.00	E
<i>Note: The electrical permit fee for all other installations (commercial, industrial, institutional, public use, or for which a fee is not listed above) shall be based on the project cost according to the schedule below. The project cost shall be the cost to the owner of all labor and material used in the installation. Please round project cost to the nearest hundred prior to using fee schedule.</i>			E
7. Commercial, Non-Residential and Other			
a. Project cost of \$0 to \$500	\$80.00	\$84.00	E
b. Project cost of \$501 to \$1,000. Fee Value shown for the first \$500 + 9% of the project balance.	\$80.00	\$84.00	E
	+ 9% of the project balance.		E
c. Project cost of \$1,001 to \$10,000. Fee Value shown for the first \$1,000 +	\$160.00	\$167.00	E

c. Project cost of \$1,001 to \$10,000. Fee Value shown for the first \$1,000 + 3.5% of project balance.	+ 3.5% of project balance.		E
d. Project cost of \$10,001 to \$50,000. Fee Value shown for the first \$10,000 + 1% of project balance.	\$641.00	\$667.00	E
	+ 1% of project balance.		E
e. Project cost of \$50,001 or more. Fee Value shown for the first \$50,000 + 0.5% of project balance.	\$1,181.00	\$1,229.00	E
	+ 0.5% of project balance.		E
E. LOW VOLTAGE PERMITS			
1. Commercial, Industrial, Multi-Family (3-plex or more) and Other			
a. Project cost of \$0 to \$500.	\$80.00	\$84.00	E
b. Project cost of \$501 to \$1,000. Fee Value shown for the first \$500 + 9% of the project balance.	\$80.00	\$84.00	E
	+ 9% of project balance		E
c. Project cost of \$1,001 to \$10,000. Fee Value shown for the first \$1000 + 3.5% of the project balance.	\$160.00	\$167.00	E
	+ 3.5% of project balance		E
d. Project cost of \$10,001 to \$50,000. Fee Value shown for the first \$10,000 + 1% of the project balance.	\$641.00	\$667.00	E
	+ 1% of project balance		E
e. Project cost of \$50,001 or more. Fee Value shown for the first \$50,000 + 0.5% of the project balance.	\$1,181.00	\$1,229.00	E
	+ 0.5% of project balance		E
F. MOVING PERMITS			
An oversize load, house or building or part thereof that when loaded onto its means of transportation is eight feet six inches wide but less than fifteen feet wide, and less than twenty-two feet in length and less than thirteen feet six inches in height.	\$49.00	\$51.00	E
transportation is fifteen feet or more wide, and twenty-two feet or more in length, and thirteen feet six inches or more in height.	\$243.00	\$253.00	E
If the Building official or Public Works Director requires the services of a City employee(s) while the oversize load, house or building or part thereof is in transit.	\$91.00	\$95.00	E
Overweight fee. In addition to the above listed City permit fees, whenever a load is overweight in accordance to the Montana Department of Transportation.	\$122.00	\$127.00	E
Multiple Moves. Whenever it is proposed that an oversize load, house or building be moved in more than one part, a moving permit shall be obtained for each part moved that comes within the provisions of this chapter. The primary permit fee shall be based upon the size of the largest part. Each additional permit for each part shall be based on the actual size of the remaining parts.			E
G. REQUESTED INSPECTIONS, SPECIFIC TIME INSPECTION REQUESTS AND REINSPECTION FEES			
REQUESTED INSPECTION FEE: Requested inspections for projects for which there are no permits will be charged a base rate for the first hour or fraction thereof, and \$19.00 for each thirty minutes, or fractional part thereof, in excess of one hour. For the purpose of determining the cost of a requested inspection, the time shall include all travel, inspection, research and clerical time. Fee per hour:	\$45.00	\$47.00	E
SPECIFIC TIME INSPECTION REQUESTS: This section allows a contractor or owner to request a specific time (within 10 minutes) for an inspection. A specific time may be requested between the hours of 9:30 a.m. and 3:30 p.m. Monday through Friday with the exception of holidays. The fee for each Specific Time Inspection Request is:	\$65.00	\$68.00	E

RE-INSPECTION FEE: A re-inspection fee of may be assessed for each inspection or re- inspection when such portion of work for which inspection is called is not complete or when corrections are not made. This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the applicable building, plumbing, electrical or mechanical code(s), but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees may be assessed when the inspection record card is not available on the work site; the approved plans are not readily available to the inspector, for failing to provide access on the date for which inspection is requested, or for deviating from the approved plans. In instances where a re- inspection fee has been assessed, no additional inspections of the work, or project, will be performed until the re-inspection fee has been paid. Re-inspection fee is:	\$45.00	\$47.00	E
H. PLAN REVIEW FEE			
When submittal documents are required, a plan review fee must be paid in addition to the building permit fee. The plan review fee shall be 30% of the building permit fee as established in Section 15.32.020(A). The plan review fee must be paid before a building permit application is reviewed beyond the initial screening. Additional plan review required by changes, additions or revisions to plans shall be charged on a per hour basis with a minimum charge of one-half hour (50% of the hourly rate). Rate per hour:	\$59.00	\$62.00	E Increase plan review fee from 20% to 30% of the permit fee cost for improved cost recovery on plan review.
I. REACTIVATION FEE			
There is hereby established a reactivation fee for the following expired permits: 1. residential building permit; 2. stand alone residential electrical, plumbing or mechanical permits; 3. commercial building permit; 4. commercial electrical permit; 5. commercial plumbing permit; 6. commercial mechanical permit.	\$264	\$275.00	E
The reactivation fee is the lesser of, the permit cost or the listed reactivation fee, <u>but not less than the minimum reactivation fee.</u>			
Minimum Reactivation Fee (per permit)		\$55.00	N
J. BUILDING CODE COMPLIANCE			
1. Code Compliance Investigation and Resolution Fee's			
a. Illegal Dwelling Unit (Conversion Resolution) Fee - Actual Time at Staff Hourly Rates. Minimum Fee:		\$300.00	N Partial recovery on cost to facilitate resolution.
b. Investigation Fee for non-permitted construction - Actual Time at Staff Hourly Rates. Minimum Fee:		\$300.00	N Partial recovery on cost to facilitate resolution.
c. Notice and Order of Unsafe to Occupy/ Unsafe Conditions - Actual Time at Staff Hourly Rates. Minimum Fee:		\$300.00	N Partial recovery on cost to facilitate resolution.
2. Penalty Fee's			
a. Penalty Fee - Working without a permit		\$183.00	N Recovers cost to investigate.
b. Penalty Fee - Skipped Inspection Fee		\$156.00	N This is a penalty fee.
c. Penalty Fee - Issuance of Stop Work Orders - Actual Time at Staff Hourly Rates with a 1 hr. minimum.		\$255.00	N This is a penalty fee.
d. Penalty Fee - Occupancy without a 'Certificate of Occupancy' (per day)		\$500.00	N This is a penalty fee.
3. Title Encumbrance Fee - Administrative and recording fee for each encumbrance or release recorded with the Clerk and Recorder's office for unresolved code violations or permit expiration.		\$500.00	N Penalty Fee - Partial recovery on our cost to facilitate resolution.
4. International Energy Conservation Code Special Inspection Fee			
a. Base Fee due in advance. Balance to be paid prior to inspection.	\$187.00	\$195.00	E
b. Fee for each 30 minute period after 2 hours.	\$47.00	\$49.00	E
c. Time over 2 hours charged at an hourly rate of:	\$93.00	\$97.00	E
K. MISC FEES			
1.Change-of-use Permit Base Fee - a change-of-use will be charged the base fee or the permit fee based upon valuation, whichever is greater)		\$400.00	N Partial cost recovery.

2. Phasing Plan Fee - Administrative and operating costs for establishing inspection phasing plan other than the entire structure. Fee is per inspection area (i.e. per floor or each inspection area per floor).		\$500.00	N	Partial cost recovery on additional review, coordination and inspections per area.
3. VRIP (Voluntary Residential Inspection Program)		\$154.00	R	100% cost recovery rate.
4. Temporary Certificate of Occupancy		\$154.00	N	100% cost recovery rate.
5. Change of Contractor Fee		\$250.00	N	100% cost recovery rate.
6. Lighting Ordinance Review and Inspection		\$100.00	N	100% cost recovery rate.
7. Manufactured / Pre-fab Buildings (foundation and utility connections)		\$663.00	N	100% cost recovery rate.
8. Sign Review & Inspection		\$254.00	N	100% cost recovery rate.
9. Expedited Plan Check Base Fee		\$300.00	N	
10. Expedited Plan Check - Actual Time at Staff Hourly Rate of:		\$200.00	N	
11. Special Event/ Temporary Use Permit (Minimum fee or valuation fee whichever is greater)		\$200.00	N	
12. Credit card transaction fee		3%	N	Recovery of credit card fees.
13. Technology Fee - Additional fee applied to the total cost of a permit/license. Funds collected are used to offset permitting, licensing and inspection software/maintenance costs for all departments.		5%	N	Recovery of software and maintenance costs.

* 2026 Calendar year fee increase is rounded up to the nearest whole dollar.











RES 8887 FY26 Business Licensing, Land Use, and Planning Fees

Final Audit Report

2025-08-21

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