



BUILDING PERMIT APPLICATION

Missoula County Building Inspection Division
6089 Training Drive, Missoula MT 59808
Office: (406) 258-3701 / Fax: (406) 258-4864
permits@missoulacounty.us
www.missoulacounty.build

MB # _____

AP # _____ LZ # _____

2024

APPLIED DATE: _____

ROUTE DATE: _____

ISSUED DATE: _____

INSTRUCTIONS

All sections must be completed with the required information, or the application will not be processed. Please read all conditions on this application before signing. The property owner and/or licensed contractor/authorized agent must sign and date the application. A separate permit application is required for each building or structure except townhouses or commercial tenant spaces where each unit requires its own permit.

REQUIRED CONSTRUCTION DOCUMENTS FOR SUBMITTAL (Does not apply to Roofing Permits)

- Land Use Permit Application
- Design criteria summary information
- Site Plan - Property boundaries, all structures labeled, distances to all property lines, well, septic & other structures
- Floor Plan – For ALL floors including attic spaces, dimensioned, all rooms labeled, all windows & doors shown with sizes
- Elevations – All sides of structure with overall height from lowest grade to highest peak. Show all doors & windows
- Footing & Foundation Plan – Dimensioned & detailed
- Framing Plans – Floor, Wall & Roof – Detailed to include all headers & beam sizes
- Wall Section – Cut through of structure detailing everything from bottom of footer through top of roof
- Truss Package – Deferred submittal – Required prior to framing inspection
- If Applicable – Grading/Drainage Plan, engineering, City Utilities Connection Approval Letter

PROJECT ADDRESS: _____ Bldg# _____ Suite# _____ Unit# _____ Apt# _____

Please use www.gis.missoulacounty.us to confirm address is in Missoula County & not City of Missoula

**If your property does not have an address, enter, XXXX Street Name and apply for an Address/Approach Permit

Is your project connecting to or have the potential to connect to City Sewer? If so, you must receive a City of Missoula Utilities Connection Approval Letter **PRIOR to submitting this building permit application.

CITY: _____ ZIP CODE: _____ Mobile Home Park: _____

GEOCODE FOR PROPERTY _____ - _____ - _____ - _____ - _____ OR TAX ID# _____

Property Acres _____ Existing Structures Total Sq.Ft. _____ Proposed Structure Sq.Ft. _____

RESIDENTIAL PROJECT

___ Single Family Residence ___ Duplex ___ Multi-Family ___ #Units ___ Residential Remodel/Addition

___ Detached Accessory Structure ___ Foundation Only ___ Solar ___ Re-Roof ___ Deck Remodel/Addition

COMMERCIAL PROJECT

___ New Construction ___ Addition/Remodel ___ Cell Tower ___ Cannabis/Alcohol License Renewal ___ Solar ___ Racking System

___ Change Of Use/Tenant Improvement (Specify Use) _____

Business Name: _____

APPLICANT / CONTACT PERSON

Name: _____ Phone# _____ Email: _____

"PROPERTY" OWNER **Must match owner found at www.gis.missoulacounty.us

Name: _____ Phone# _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

CONTRACTOR SAME AS OWNER

Name: _____ Phone# _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ARCHITECT/ENGINEER/DRAFTSPERSON **please circle one

Name: _____ Phone# _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

PROPOSED WORK

Continue to other side

TERMS & CONDITIONS:

The proposed work must be done in accordance with the Missoula County approved plans & specifications. **Separate permits are required for but not limited to:** Electrical, Plumbing, Mechanical, Signs, Sewer/Water, Paving & Excavation in the public right of way. It is the duty of the Contractor/Applicant or Owner to assure that all required inspections are scheduled 24hrs in advance and approved by the Missoula County Building Inspector.

This issued permit becomes invalid unless the work authorized is commenced within 180 days of the date of issuance or after commencement of work if more than 180 days pass between inspections. By submitting this application, I am either the property owner or have the authority to bind the property owner to the conditions and requirements of this permit and affirm the information contained herein is true & correct. I hereby certify that I have read and examined this application. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.

SIGNATURE OF PROPERTY OWNER

PRINT PROPERTY OWNER NAME

DATE

SIGNATURE OF CONTRACTOR/AUTHORIZED AGENT

PRINT CONTRACTOR/AUTHORIZED AGENT

DATE

*****FOR OFFICE USE ONLY BELOW THIS POINT*****

CONSTRUCTION TYPE	OCCUPANCY TYPE	MAX OC. LOAD	SMOKE DETECTOR REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
NUMBER OF STORIES	DWELLING UNITS (#)	<input type="checkbox"/> PHASE I <input type="checkbox"/> PHASE II <input type="checkbox"/> PHASE III	SPRINKLERS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
PLAN REVIEW	DATE/TIME/INITIALS	COMMENTS:	
COMMENTS/ SQ. FOOTAGE OF:			
PLANS EXAMINER SIGNATURE		DATE	

VALUATION:	BUILDING FEE:	PLAN REVIEW FEE: 30% OF PERMIT FEE
CAPS FEE:	G & D/AP FEES:	PRINTING FEES:

REVIEW FEES PAID: \$ _____ DATE: _____ CASH CHECK# () CREDIT/DEBIT CARD

PERMIT FEES PAID: \$ _____ DATE: _____ CASH CHECK# () CREDIT/DEBIT CARD

INTERNAL NOTES

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