



ONLINE PERMITS
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PUBLIC WORKS BUILDING DIVISION • 406-258-3701

6089 TRAINING DR. • MISSOULA, MT 59808

RESIDENTIAL & COMMERCIAL POLE OR GROUND-MOUNT SOLAR PHOTOVOLTAIC PANEL PERMIT CHECKLIST

Instructions: Use this checklist to determine the required components for your solar project. Any files uploaded to an online application must be in .pdf (portable document format)

Checklist

- Engineering documentation for structural load and wind resistance **ALL** Solar projects require a Structural Review letter signed and stamped by a Montana Licensed Professional Engineer. Please see requirements in Appendix 1 before moving onto the next item.
- Building Permit ([Online Portal](#) / [Residential PDF application](#) / [Commercial PDF application](#))
- Land Use Zoning Compliance Permit
 - Determine if the property is in a designated floodplain ([Floodplain Mapping System](#))
 - Provide a basic site plan and details of location of the structure on the property (see Appendix 2 for examples)
 - Zoning Information (see Appendix 3)
- Electrical Permit This permit must be obtained by a licensed master electrician. Neither the homeowner nor the solar installer may obtain the permit unless they are licensed master electricians. ([Online Portal](#) / [PDF application](#))

Application Submittal. Complete applications for pole or ground-mount solar Photovoltaic permits will be processed in 1–3 business days. However, this review time may be extended if additional departmental review is required. Online applications must include .pdf (portable document format) files to be uploaded.

The permit application may be submitted for review by way of any of the following methods:

- **Online Portal:** missoulacounty.build
- **In-person/Mail:** Missoula County Public Works, Building Division Office, 6089 Training Drive, Missoula, MT 59808 (**Please allow additional processing time for mail in applications)

Associated Fees. Missoula County accepts payments in the form of cash / check / credit card*
*additional fees will apply for credit card transactions at 3.3%

Electrical Permit Fee: The electrical permit is minimum of \$86.00, but changes upon the amount of service necessary for the system (based on amps) could add an additional fee of \$71.00.

****Commercial project fees are based solely on total project valuation.**

Building Permit Fee: The building permit fee is \$125.00.

****Commercial project fees are based solely on total project valuation.**

Land Use/Zoning Compliance Fee: Reference “Fees Example”.

Fees Example:

- **Contractor Electrical Permit***
 - o *Electrical Permit Fee: **\$86.00**
Commercial project fees are based solely on total project valuation.
 - o Additional fee for change/upgrade service \$71.00 (Residential only)

- **Land Use Zoning Compliance Permit**
 - o Residential/Commercial Small-Scale: **\$100.00**
 - o Commercial Large-Scale: **\$200.00**

- **Contractor/Owner Building Permit**
 - o **Residential Permit fee; \$125.00**
 - o ****Commercial project** valued at **\$19,000.00**
 - Based on all labor and material cost
 - Use valuation box [located here](#) for associated fees
 - o Plan review fee; **\$71.00**
 - o Permit fee: **\$357.00**

 - o ****Commercial Building Permit Fee:**
 - a. Based on all labor and material cost
 - b. Use valuation box [located here](#) for associated fees
 - Plan Review Fee: 30% of permit fee
 - Permit fee = set from valuation link above

**Dependent on the valuation and service requirements for each installation.*

***Commercial Projects are based solely on total project valuation*

Note that additional information may be requested during the review process.

Appendix 1:

Engineering Documentation:

- A Structural Review letter/plans signed and stamped by a Montana Licensed Professional Engineer is required for all projects.** The letter shall detail the structural support for the installation. The letter shall acknowledge:
 1. The support structures meet all structural requirements for the location of this structure.

- Apply for a building permit.**
([Online Portal](#) / [Residential PDF application](#) / [Commercial PDF application](#))

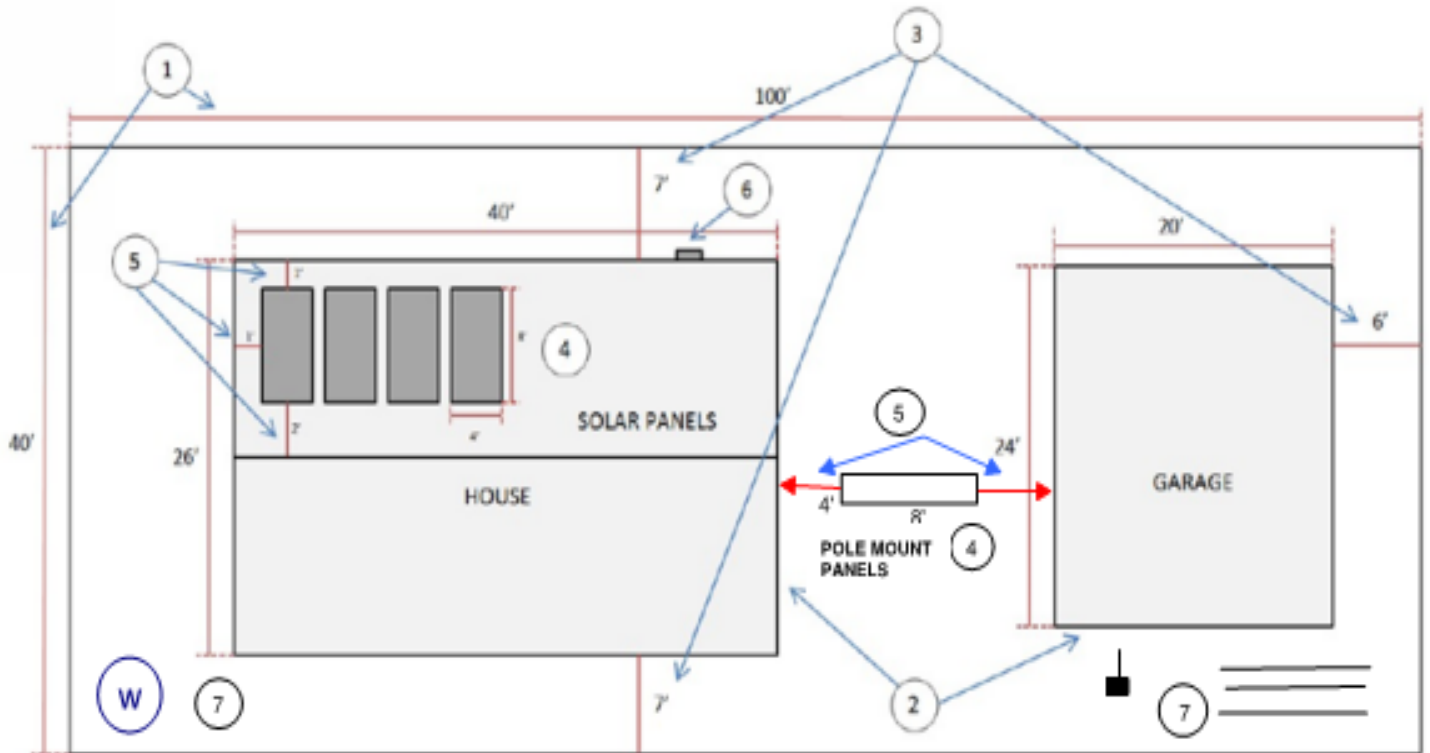
- Apply for an electrical permit (required for all solar projects)**
([Online Portal](#) / [PDF application](#))
 - This permit must be obtained by a licensed master electrician. Neither the commercial business, homeowner nor the solar installer may obtain the permit unless they are licensed master electricians.

- Apply for a Land Use/Zoning Compliance.** A Land Use/Zoning Compliance permit is required for all pole or ground-mounted solar systems.
([Online Portal](#) / [PDF application](#))
 - Upload a basic site plan and details of location on property with elevation and building cross section (see sample below)
 - Determine if the property is in a designated floodplain ([Floodplain Mapping System](#))

Appendix 2:

SITE PLAN

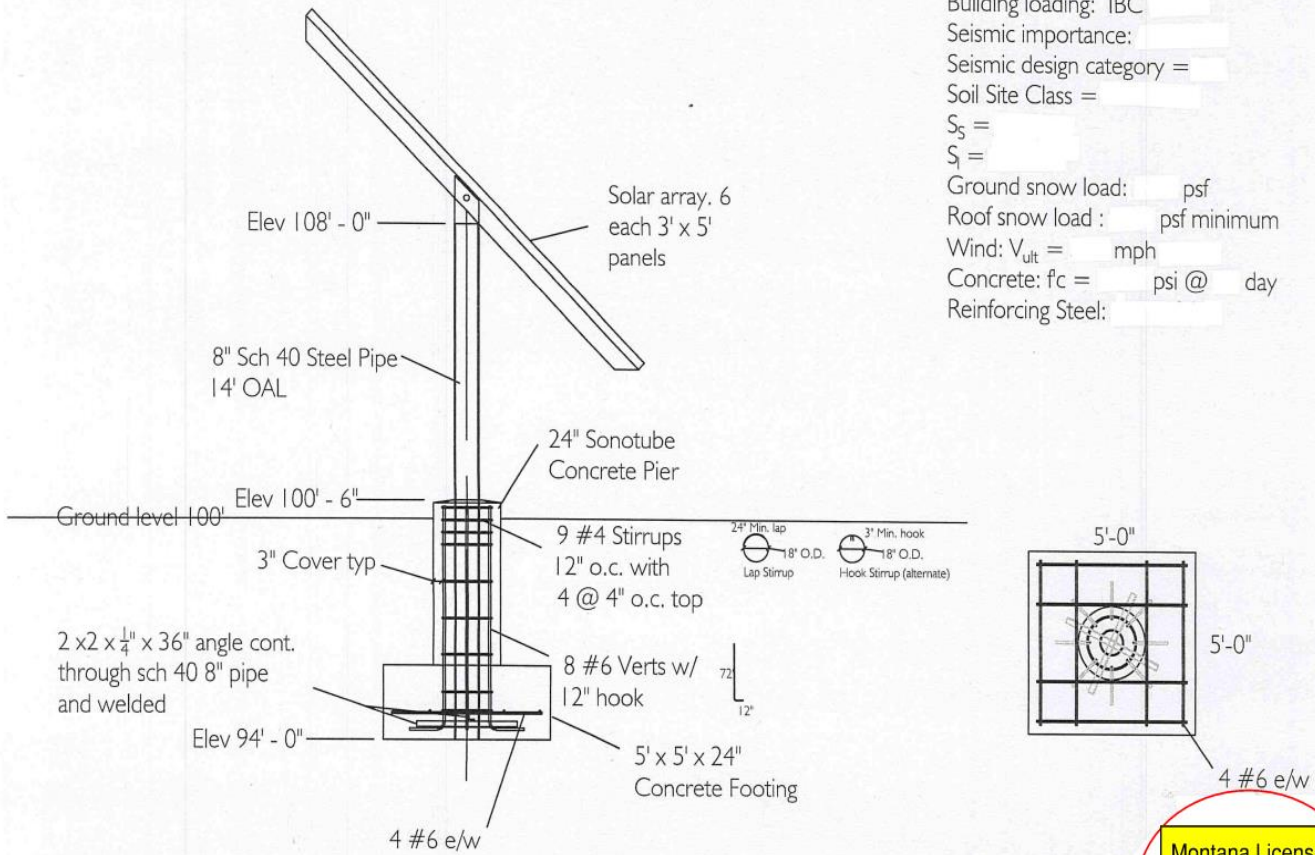
- (1) Property line locations
- (2) Location of all structures
- (3) Setback from property lines
- (4) Location of solar panel installations or pole mount array
- (5) Solar panel setback dimension from roof peak, edges, and other structures
- (6) Main service location
- (7) Septic and well location



SAMPLE ONLY

Special notes:

Building loading: IBC _____
 Seismic importance: _____
 Seismic design category = _____
 Soil Site Class = _____
 $S_S =$ _____
 $S_I =$ _____
 Ground snow load: _____ psf
 Roof snow load : _____ psf minimum
 Wind: $V_{ult} =$ _____ mph
 Concrete: $f_c =$ _____ psi @ _____ day
 Reinforcing Steel: _____



Montana License
Professional
Engineer Stamp
signed & dated

Structural Review of PV Installation Mounting System

1. Is the mounting structure engineered by licensed Montana professional engineer?

YES NO

*If no, provide details of structural plans stamped by a licensed Montana professional engineer that include footing, foundation, wind shear, seismic zone & snow load. All specific to area of build.

2. For manufactured mounting systems, fill information on the mounting system below**:

- a. Mounting System Manufacturer _____
- b. Product Name and Model # _____
- c. Total Weight of PV Modules and Rails _____ lbs
- d. Total Number of Attachment Points _____ (attachment points must be equally distributed across the array)
- e. Weight per Attachment Point (c÷d) _____ lbs
- f. Maximum Spacing between Attachment Points on a Rail _____ inches (see product manual for maximum spacing allowed based on maximum design wind speed).
- g. Total Surface Area of PV Modules (square feet) _____ ft²

Appendix 3:

Zoning Information

This appendix is intended to provide additional zoning information for solar electric (photovoltaic) systems in Missoula County, outside the Missoula city limits. For projects within Missoula city limits, please refer to the City of Missoula's solar permitting information at www.ci.missoula.mt.us/2275/Going-Solar.

Roof Mounted Solar: Flush roof mounted (non-tilt) solar energy systems are exempt from Land Use and Zoning Compliance Permits.

Pole / Ground Mounted Solar: Pole/ground mounted solar systems are classified in three tiers:

1. *Small-Scale Solar Energy Systems* if they are under 2,000 sq feet in surface area
2. *Medium-Scale Solar Energy Systems* if they are over 2,000 sq feet in surface area
3. *Large-Scale Solar Energy Systems* if they are over 1-acre in surface area.

Please see the below table excerpt from Chapter 2, Section 2.4 of the [Missoula County Zoning Regulations](#) to determine what is allowed in your zoning district:

LAND USE/ ACTIVITY	Table 5 Table of Uses by Zoning District													
	OPEN LAND AND AGRICULTURAL					RESIDENTIAL				MIXED-USE			INDUSTRIAL & MANUFACTURING	
	RO	AGR	AGW	AGRR	RRS	R	RM	LM*	NR	NC	CC	CEC	ICL**	ICH**
Solar energy system, ground-mounted, small	☐	■	■	■	■	■	■	■	■	■	■	■	■	■
Solar energy system, ground-mounted, medium	-	■	■	☐	☐	☐	☐	■	■	■	■	■	■	■
Solar energy system, ground-mounted, large	-	■	■	-	-	-	-	-	-	-	☐	☐	■	■
Solar energy system, roof-mounted	■	■	■	■	■	■	■	■	■	■	■	■	■	■

Land Use and Zoning Compliance Permit: In zoned areas, please refer to Section 5.30(B)(2) of Chapter 5 of the [Missoula County Zoning Regulations](#) for setback and design requirements.

Contact Information for Zoning Questions:
 Missoula County Planning, Development, and Sustainability Department
zoner@missoulacounty.us or 406-258-4657