

# Permit Application Submittal Checklist

## RESIDENTIAL ONE/TWO DWELLING UNITS / ACCESSORY DWELLING UNITS

(REV. 07/18/25)

### Applicability

**Applicability:** This checklist is required for all new construction, additions, or remodels of 1-2 unit dwellings in the City of Missoula. It ensures application completeness before entering the permit review queue. Incomplete or inaccurate submissions will delay processing. Resubmittals may be subject to a resubmittal fee.

**(I)** Applications with incomplete or active land use and zoning applications will not be accepted. E.G. TED Declarations, subdivisions, pending final or amended plats, Certificate of Survey (C.O.S.), rezoning, design review, or annexation.

### Research, Plan, and Prepare

Use resources available online ([ci.missoula.mt.us/1258/Development-Services](https://ci.missoula.mt.us/1258/Development-Services)):

- [Research a Property](#) includes GIS records, Utility Connections, and What's My Zoning
- [Project Planning Guides](#) includes guides for specific building projects like decks, ADUs, detached garages, etc.
- [Codes and Regulations](#) lists all development related codes that you need to reference and meet for your project.
- Contact [City Zoning Desk](#) and [Engineering Desk](#) staff with any questions or for an initial consult.

### Required Plan Sheets

Address /  
Project Legal Description

**Submit digital drawings that clearly depict the scope of work.** Plan sheets are listed on this checklist in the order they should appear. Use the table below to determine what plan sheets are required:

PLAN SHEET	NEW CONSTRUCTION, ADDITIONS, OR CREATING NEW DWELLING UNIT	REMODEL	DECKS OR COVERED PATIOS
3.0 SITE PLAN	Required	Not Required	Required
4.0 GRADING, DRAINAGE, AND HILLSIDES	≥ 5% Grade Only < 5% Not Applicable	Not Required	≥ 5% Grade Only < 5% Not Applicable
5.0 BUILDING PLANS	Required	Required	Required
6.0 SUPPLEMENTAL DOCUMENTS	Review for Applicability	Review for Applicability	Review for Applicability
INDICATE PROJECT SCOPE			

### 1.0 Blank First Page and Electronic Document Review Standards

YES	
	1.1 <b>Blank First Page:</b> Include the title block or project address. City Staff will use the remaining whitespace for review stamps and comments.
	1.2 <b>Digital Vectorized Plans:</b> Save the plans in a vectorized format. Raster or pixel format drawings will not be accepted. Hand drawn or scanned plans will not be accepted without prior authorization by the building official.
	1.3 <b>Single PDF "Plans" file:</b> Combine all plans sheets into single PDF - include blank first page, coversheet, site plan, building plans, grading and drainage, etc. Supplemental documents are uploaded as separate files.
	1.4 <b>Bookmarks:</b> Add a unique and descriptive electronic bookmark to each plan sheet. For example: S-1 Site Plan

### 2.0 Cover Sheet *Page 2 – after blank first page.*

YES	
	Applicability: Required on all building plans
	2.1 <b>Project Name and Location:</b> Include Street address and legal description.
	2.2 <b>Structural and Code Design Information:</b> List design criteria and building codes. View Design Criteria: <a href="https://www.ci.missoula.mt.us/3202/Building-Division">https://www.ci.missoula.mt.us/3202/Building-Division</a>
	2.3 <b>Zoning District:</b> List zoning district and applicable overlays. View Zoning Districts: <a href="https://www.ci.missoula.mt.us/3314/Whats-My-Zoning">https://www.ci.missoula.mt.us/3314/Whats-My-Zoning</a>
	2.4 <b>Area Calculations:</b> List the existing and proposed floor area of each dwelling unit, each level, garage floor area, and covered porch area. Provide total project floor area.
	2.5 <b>Legend:</b> Provide a key listing the symbols, abbreviations, and line types.

# Permit Application Submittal Checklist

## RESIDENTIAL ONE/TWO DWELLING UNITS / ACCESSORY DWELLING UNITS

(REV. 07/18/25)

3.0 Site Plan Requirements <i>Not applicable to interior remodels.</i>		
YES	N/A	Applicability: Required on all site plans. Show proposed and/or existing.
		3.1 <b>North Arrow</b>
		3.2 <b>Scale:</b> E.G. 1" = 20' or 1/4" = 1' or dimension leaders on all pages.
		3.3 <b>Property lines:</b> Indicate property boundaries, dimensions, and corner markers including distance from property line to curb or edge of street.
		3.4 <b>Setbacks:</b> Show setback lines and indicate distance from front, side, street side, and rear setbacks to property line.
		3.5 <b>Streets, cross streets, alleys, and pedestrian paths:</b> <ul style="list-style-type: none"> <li>• Label adjacent rights-of-way, parks, open space, or public trails.</li> <li>• Show and dimension sidewalks, driveways and other vehicular and pedestrian circulation routes.</li> <li>• Indicate right-of-way improvements – E.G. curbs, sidewalks, driveways, curb cuts.</li> <li>• Indicate if parking is paved, asphalt / concrete, or unpaved gravel.</li> </ul>
		3.6 <b>Structures and Features:</b> <ul style="list-style-type: none"> <li>• Indicate dimensions of building footprint and roofline of all structures (include any cantilevers and eaves).</li> <li>• Note distance from all property lines to structures. Label the use/type of all structures – E.G. dwelling units, garages, carports, sheds, etc.</li> <li>• Note all physical attributes and buffers (fences, wetlands, streams, slopes, etc.)</li> <li>• Provide the total building coverage percentage of accessory buildings in yard area.</li> </ul> <i>Note: Separate permits are required for each detached structure or swimming pool.</i>
		3.7 <b>Easements:</b> Indicate location, size, and type – E.G. private and/or public access, utility, etc. <i>Note: Structures are not permitted in easements.</i>
		3.8 <b>Utilities</b> as required by <a href="#">Missoula City Public Works Standards &amp; Specifications Manual Standard Drawings</a> . <ul style="list-style-type: none"> <li>• Show water service line(s) and/or stub location(s)</li> <li>• Indicate Water meter location(s)</li> <li>• Indicate Curb box(es) - water shutoff valve - location(s)</li> <li>• Prepare to provide your water line and meter size during online application. If on well, label line size on site plan.</li> <li>• Show sewer service line(s), cleanouts, drain field, or STEP system location(s)</li> <li>• Show dry utility, including power, gas, meter box fiber, etc. location(s)</li> <li>• Show foundation and/or footing drainage lines</li> <li>• Indicate swimming pool drain line size, connection, and location(s)</li> </ul>
YES	N/A	Applicability: Site dependent
		3.8 <b>Fence:</b> Indicate location(s), type, and height. <i>Note: New fences require a separate fence permit.</i>
		3.9 <b>Retaining wall(s) location(s) and height:</b> Indicate location(s), type, and height measured from bottom of footing to top of wall. <i>Note: Separate permits are required for retaining walls over 4 feet in height or supporting a surcharge.</i>
		3.10 <b>Construction shoring:</b> Required if within 4 ft. of property line. Indicate location(s) and type.
YES	N/A	Applicability: Required for all new construction and additions. <i>Not applicable to decks, patios, sheds, and interior remodels.</i>
		3.11 <b>Off-street parking location and calculations:</b> Indicate number of required, proposed, and existing spaces. <ul style="list-style-type: none"> <li>• If townhouse, provide distance between single or paired driveway.</li> </ul>
		3.12 <b>Boulevards or right-of-way:</b> Indicate landscaping and existing and proposed trees planted in the boulevard. In addition, see Supplemental Documents 2.4 Right-of-Way Tree Planting Permit.
		3.13 <b>Stormwater Retention:</b> Show onsite stormwater retention including roof drains and drainage pathways. <i>Note: Three or more dwelling units on a single parcel, landscaping requirements may apply. Contact Zoning Desk.</i>
4.0 Grading, Drainage, and Hillside Standards <i>Not applicable when grade is less than 5%.</i>		
YES	N/A	Applicability: For lots with a grade between 5% and 15%.
		4.1 <b>Ground elevations:</b> Indicate ground elevations at all building corners.
		4.2 <b>Spot elevations:</b> Show for driveway at street, garage floor, and sea level elevation for one building corner. Show driveway grade – shall not exceed 8%.
		4.3 <b>Topographic Map:</b> Show existing and proposed contour intervals of not more than one-foot (1') for entire lot.
		4.4 <b>Grading Treatments.</b> Indicate cut and fill, and slopes in excess of 2:1 using shading or cross hatching.
		4.5 <b>Drainage structures and flow lines</b>
YES	N/A	Applicability: For lots with grades greater than or equal to 15%.
		4.6 <b>Slope Analysis Plans:</b> Must be prepared by a professional engineer, licensed land surveyor or licensed architect. Must address items 4.1-4.5 at minimum. <i>Contacting Zoning Desk for more information.</i>

Eff. 8/1/25

# Permit Application Submittal Checklist

## RESIDENTIAL ONE/TWO DWELLING UNITS / ACCESSORY DWELLING UNITS

(REV. 07/18/25)

5.0	Building Plan Requirements	
YES	Applicability: Required on all building plans.	
	5.1	<b>Floorplans</b> <ul style="list-style-type: none"> <li>• Draw to-scale. Include relevant dimensions.</li> <li>• Label each room's intended use and square footage. Show location of stairs, doors, windows, and rooms.</li> <li>• Show locations of all mechanical equipment, plumbing fixtures, and appliances.</li> <li>• Remodels and additions must clearly indicate what exists, demolition, and proposed new work.</li> </ul>
	5.2	<b>Structural framing plans and wall section:</b> Call out all new or modified structural assemblies for floor, walls, roof, covered porches, and decks. Indicate materials, member sizing, spacing, bearing locations, fastening and connections. <ul style="list-style-type: none"> <li>• <b>For decks,</b> see the <a href="#">Deck Guide</a> for deck beam, column, joist sizing, fastening, post beam connections etc.</li> </ul>
	5.3	<b>Fire Resistance Rating:</b> Indicate the fire resistance rating for walls, openings or projections less than 5' to the fire separation/property line (or within 10' of another dwelling on the same parcel). <ul style="list-style-type: none"> <li>• Two-unit dwellings and attached townhouses shall demonstrate compliance with R302.3 and section R302.4.</li> </ul> <i>Note: Internal ADU's may require a licensed architect to properly demonstrate compliance.</i>
YES	N/A	Applicability: Required for new construction, major additions, carports, two-story structures, or as the building department requires. Not applicable to most interior remodels, and other minor work.
	5.4	<b>Footing/foundation plan,</b> details, and rebar schedule.
	5.5	<b>Lateral design analysis</b> required
	5.6	<b>Exterior elevations:</b> <ul style="list-style-type: none"> <li>• Include the height of each elevation. See MMC 20.110.060.A for how to measure building height.</li> <li>• Show grade on elevation drawings.</li> <li>• Remodels must clearly indicate what exists and is proposed.</li> </ul>
	5.7	<b>Energy code compliance information - Envelope:</b> Demonstrate compliance using minimum <a href="#">prescriptive insulation values</a> or submit a <a href="#">RES/COMCheck</a> (Upload PDF report to the permit as an additional document).
6.0 Supplemental Documents As Required. Attach As a Separate Supplemental File.		
YES	N/A	
	N/A	6.1 <b>Permit Application Submittal Checklist (this document).</b> <b>Required.</b> Provide all applicable information and check applicable checkboxes. The checklist may not include everything needed to complete the plan review.
		6.2 <b>Residential water meter sizing worksheet:</b> Required if residence has 4+ bathrooms or shared water supply between units. <a href="https://www.ci.missoula.mt.us/DocumentCenter/View/50360/Water-Meter-Sizing-Worksheet">https://www.ci.missoula.mt.us/DocumentCenter/View/50360/Water-Meter-Sizing-Worksheet</a>
		6.3 <b>City Storm Water Pollution Prevention Plan (SWPPP):</b> Required if soil / work disturbance area exceeds 2,500 square feet. <a href="https://www.ci.missoula.mt.us/2337/Construction-Permits">https://www.ci.missoula.mt.us/2337/Construction-Permits</a>
		6.4 <b>City Right-of-Way Tree Planting Permit:</b> Required if installing landscaping or planting trees in the boulevard right-of-way. <a href="https://www.ci.missoula.mt.us/DocumentCenter/View/648/Right-of-Way-Tree-Planting-Permit">https://www.ci.missoula.mt.us/DocumentCenter/View/648/Right-of-Way-Tree-Planting-Permit</a>
		6.5 <b>Subdivision Conditions of Approval:</b> Required if noted on plat - elevation certificate, geotechnical report, etc.
		6.6 <b>Floodplain Permits:</b> Required if project is in floodplain and elevation certificate is needed. View floodplain maps: <a href="https://www.ci.missoula.mt.us/2064/Floodplain-Maps">https://www.ci.missoula.mt.us/2064/Floodplain-Maps</a> . Contact City Zoning Desk.

### Intake Comments *City Use Only*