

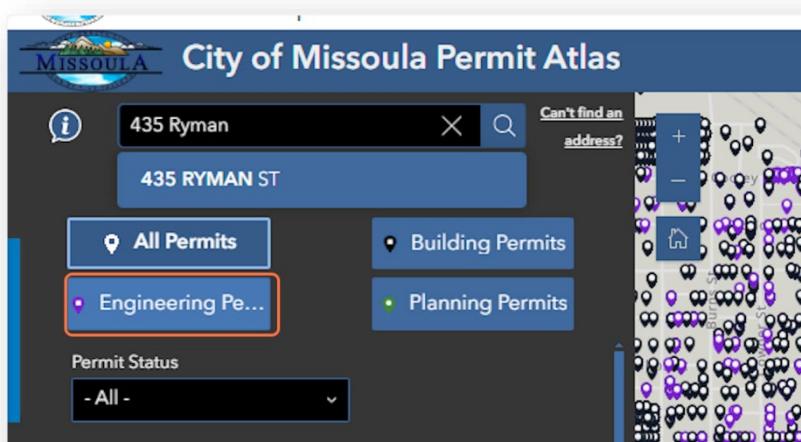
## Find Existing Permits [V06.13.24]

*There are two ways to search for existing permits. The intent of this guide is to provide step-by-step instructions for searching the Permit Atlas and Permitting and Licensing Portal to find and review existing records related permits. These instructions were created using Tango.*

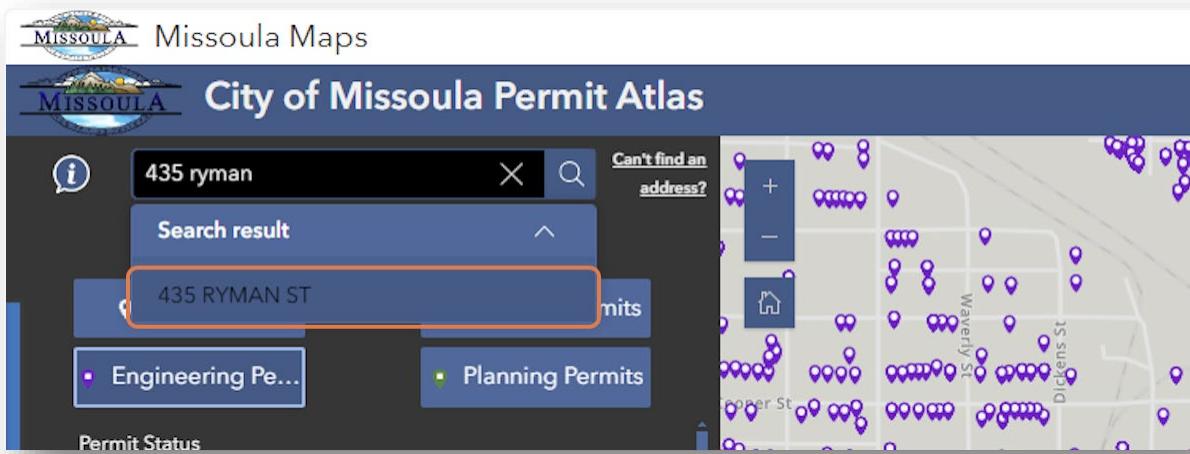
**Note:** The approved building plans list all related records on the front page of the plans. Your general contractor may provide the list of permit numbers for your convenience.

### Search using the Permit Atlas (recommended)

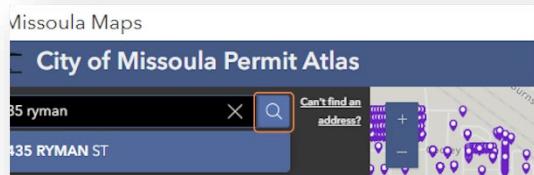
1. Search for "Missoula Permit Atlas" or use this link to go to the site: <https://missoulamaps-cityofmissoula.hub.arcgis.com/apps/ddc2888e9de344128dce326d723b12cc/explore>
2. To narrow search results, click on "Engineering Permits" to filter for only Engineering type records (Sewer, Water, Excavation, Right-of-Way Construction, etc.)



3. Start typing the address. A list of possible addresses will show in the search results. Click on the address you want to select.

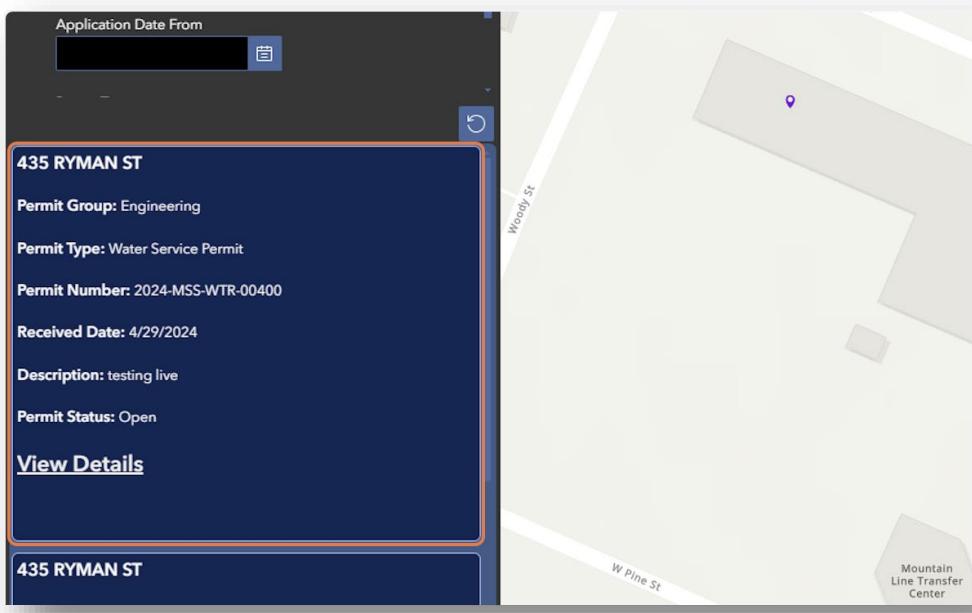


4. Click on Search

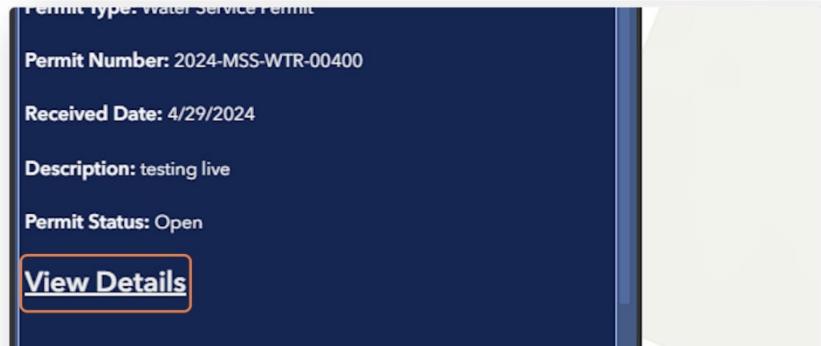


5. The map will zoom to that address. It will also list all permits for that address in the blue column on the left.

*Hint: If you don't see any permits for the address you entered, you can click on the purple "pin" icons around that structure. Some ADUs or projects receive additional or new addresses. Once you click the pin, it will grab the permits for that location.*



6. Permits with a status of "Open" may be available to claim. Click on **View Details**. This will open the permitting portal to the Record Details.





You are now on the Record Details screen in the Permitting Portal.

7. View the Project Description to verify that is the permit you want to pull. You can click on the triangle to expand More Details.

Record Details

Project Description:	Owner:
COUNTY / CITY HALL NSFR / ADU / NEW SERVICE STUB TO BLDG	CITY OF MISS 435 RYMAN ST MISSOULA MT

[More Details](#)

[Print/View Summary](#)

8. Click the plus icons to expand Application Information to view items like work area, surface type, etc. to determine if and what type of traffic control plans you need to provide.

[More Details](#)

- [Related Contacts](#)
- [Application Information](#)
- [Application Information Table](#)
- [Parcel Information](#)

[Print/View Summary](#)

Once you are sure this is the permit you want to claim, note the **Record Number** and provide that on the [fillable form application](#).



## Search using the Permitting Portal

1. Visit our [Permitting & Licensing Portal](http://ci.missoula.mt.us/3300/portal) website: [ci.missoula.mt.us/3300/portal](http://ci.missoula.mt.us/3300/portal)
2. Click on Search for Engineering Permits

Welcome to the City of Missoula Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week. We are building our website to deliver powerful government services and provide valuable information about Missoula while making your interactions with us more efficient, convenient, and interactive. You can view information, get questions answered and have limited services as an anonymous user. In order to schedule inspections, you have to register and create a user account. We trust this will provide you with a new, higher level of service that makes living and working in Missoula a more enjoyable experience.

**NOTICE:** The City of Missoula increased all Building, Electrical, Mechanical, Plumbing, and Demolition permit fees by a flat rate of 7% on March 1, 2024. All building permits submitted starting March 1<sup>st</sup> have the new 2024 Building fee schedule assessed.

City of Missoula Development Services  
435 Ryman St. Missoula, MT 59802  
Phone: 406-552-6630

[Privacy Policy](#) | [Delivery Policy](#) | [Refund Policy](#)

What would you like to do today?  
To get started, select one of the services listed below.

Inspections for existing permits can be scheduled by texting "Schedule" to (888) 413-4439. You will be prompted to enter your permit number and guided through the process.

**General Information**

- [Lookup Property Information](#)
- [Search Applications](#)
- [Search for Licenses](#)

**Building**

- [Search Permits](#)

**Engineering**

- [Search for Engineering Permits](#) (highlighted with a red box and arrow)
- [Schedule an Inspection](#)

**Planning**

- [Search for Permits](#)

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3. Type the street number and Street Name.

*Tip: You do not need to enter all the fields (less is more). Do not enter the direction, street type, etc. Just enter "Ryman". If you are searching for a numerical street, such as 6th street, enter the number as two digits "06".*

General Search

Street No.:  Direction:  Street Name:  Street Type:  Street Suffix:  Unit No:

Permit Number:  Parcel No. (Geocode):   
example: 04220032145670000

Permit Type:  Start Date:  End Date:

**Search** **Clear**

4. Click on Search



5. Permits that may be available to "claim" will show as Open in the status column.
6. Click on the **red Record Numbers** to view more details.

45 Record results matching your search results  
Click any of the results below to view more details.

Showing 1-5 of 45

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Description	Status	Action
<input type="checkbox"/>	04/30/2024	2024-MSS-WTR-00400	Water Service Line - Permit	testing live	testing live	Asphalt Warranty	
<input type="checkbox"/>	03/23/2024	2024-MSS-SWR-00187	Sewer Service Line - Permit	jp testing	jp testing	Void	
<input type="checkbox"/>	03/23/2024	2024-MSS-SWR-00188	Sewer Service Line - Permit	COUNTY / CITY HALL	NSFR / ADU / NEW SERVICE STUB TO BLDG	Open	
<input type="checkbox"/>	02/28/2024	2024-MSS-SWR-00149	Engineering/Utility Excavation/Sanitary Sewer Service/NA	*** TEST RECORD *** to validate auto fee add	*** TEST RECORD *** DO NOT PROCESS	Void	
<input type="checkbox"/>	09/06/2023	2023-MSS-SWR-00643	Engineering/Utility Excavation/Sanitary Sewer Service/NA	TEST	TEST	Closed	

< Prev 1 2 3 4 5 6 7 8 9 Next >

7. View the Project Description to verify that is the permit you want to pull. You can click on the triangle to expand More Details.

**Record Details**

<b>Project Description:</b> COUNTY / CITY HALL NSFR / ADU / NEW SERVICE STUB TO BLDG	<b>Owner:</b> CITY OF MISSOULA 435 RYMAN ST MISSOULA MT
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**More Details**  
**Print/View Summary**

8. Click the plus icons to expand Application Information to view items like work area, surface type, etc. to determine if and what type of traffic control plans you need to provide.

**More Details**

- Related Contacts**
- Application Information**
- Application Information Table**
- Parcel Information**

**Print/View Summary**

Once you are sure this is the permit you want to claim, note the **Record Number** and provide that on the [fillable form application](#).