



## COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

435 RYMAN | MISSOULA, MT 59802-4297 | 406.552.6630 | FAX 406.552.6053

# Apply for a Demolition Permit

Coordinators' Guide for Applicants [v07.18.25]

## How to Apply for a Building Permit using Accela Citizen Access

Link to the site: <https://aca-prod.accela.com/MISSOULA/Login.aspx>

### 1. Find Sign In and enter your credentials

base enter your user name and password in the box on the right.  
enter your permit number and guided though the process.

If you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of

**Sign In**

USERNAME OR EMAIL:<sup>\*</sup>  
wisea@ci.missoula.mt.us

PASSWORD:<sup>\*</sup>  
\*\*\*\*\*

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

[Not Registered?](#)

[CREATE AN ACCOUNT](#)

### 2. Click on SIGN IN

wisea@ci.missoula.mt.us

PASSWORD:<sup>\*</sup>  
\*\*\*\*\*

[Forgot Password?](#)

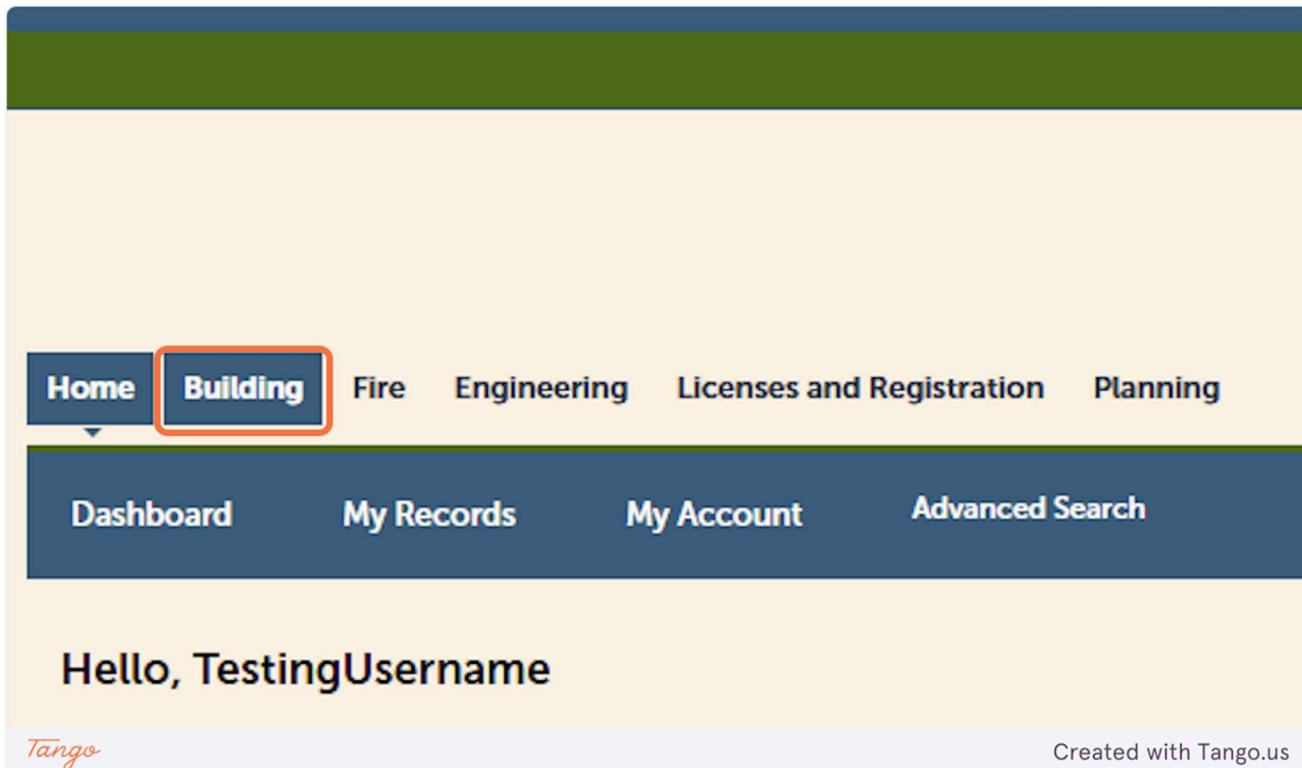
**SIGN IN**

Remember me on this device

[Not Registered?](#)

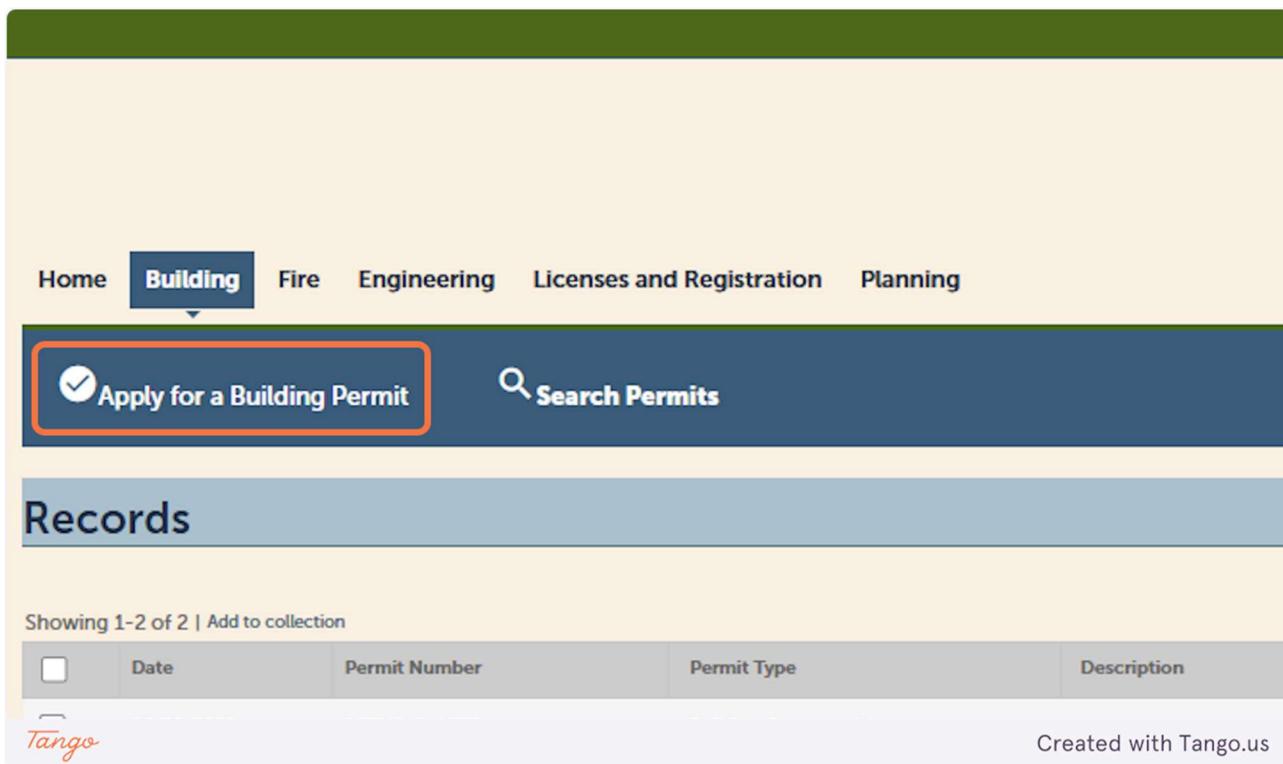
Created with Tango.us

3. Click on the Building Tab



The screenshot shows a web-based application interface. At the top, there is a navigation bar with several tabs: Home, Building, Fire, Engineering, Licenses and Registration, and Planning. The 'Building' tab is highlighted with a blue background and a white border, and it is also outlined with a red box. Below the navigation bar is a secondary navigation bar with links for Dashboard, My Records, My Account, and Advanced Search. The main content area displays a greeting message: "Hello, TestingUsername". In the bottom right corner of this area, there is a small text "Created with Tango.us".

4. Click on Apply for a Building Permit



The screenshot shows the same application interface as the previous step, but with a different focus. The 'Building' tab is still selected and highlighted with a blue background and a white border. A button labeled "Apply for a Building Permit" is highlighted with a red box. To the right of this button is a search bar with the placeholder text "Search Permits" and a magnifying glass icon. Below the navigation bars, the word "Records" is displayed in a large, bold, dark blue font. At the bottom of the page, there is a footer bar with the text "Showing 1-2 of 2 | Add to collection" and a table with columns for a checkbox, Date, Permit Number, Permit Type, and Description. The footer also includes the "Tango" logo and the text "Created with Tango.us".

**5. Read the General Disclaimer. Check "I have read and accepted the above terms. Click on Continue Application.**

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have read and accepted the above terms.

**Continue Application »**

**6. Select the Demolition Permit record type.**

**7. Read the instructions thoroughly about the address fields.**



Welcome to City of Missoula  
Helpline (406) 552-6630

Online Maps Permit Atlas Return to City of Missoula

Announcements Logged in as TestingUsername Collections (0) Reports (1) Account Management Logout

Search...

Home Building Fire Engineering Licenses and Registration Planning

Apply for a Building Permit Search Permits

Step 1: Work Location > Address, Parcel, Owner

1. Enter the Street No and Street Name in the address.  
2. Click Search to load parcel and owner data.  
3. Update the Owner Information to reflect the current ownership data.

Search results not finding your address? Or, is this a new lot that does not have a unique parcel or address? e.g. new subdivisions, split lots, or new suites. Enter "1" in the Street No. field and "No Street" in the street name field. Click Search and use the information returned. Update the parcel number, if available, and include a legal description in the detailed description or on the document.

Address

Address. Tips:

- On streets named after numbers, use two-digit street names. Add a leading zero for single-digit numbers. e.g. 01, 02, 03.
- Do not include the street type or directional indicators.
- Do not include the street types or abbreviations, such as Avenue or Ave, Street or St, Way or Lane.
- If your address doesn't show up, try typing only the first few letters or numbers. This will give you a broader search result.

For example: 100 North 3rd St W should be searched for with Street No: 100 and Street Name: 03

Click Search once you enter the address information.

\*Street No.: \*Street Name:

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**8. In the Street No. field, please enter your BUILDING NUMBER**

Example Address: 100 N 1st St W

In our example, the Street No. Field should *only* contain "100"

### Address Tips:

- On streets named after numbers, use two-digit street names. Add a leading zero for single-digit numbers.
- Do not include the street type or directional indicators.
- Do not include the street types or abbreviations, such as Avenue or Ave, Street or St, Way or Lane.
- If your address doesn't show up, try typing only the first few letters or numbers. This will give you a broader search.

For example: 100 North 3rd St W should be searched for with Street No: 100 and Street Name: 03

Click Search once you enter the address information.

\* Street No.:  \* Street Name:

**Search** **Clear**

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### 9. In the Street Name field please enter only your STREET NAME

Example Address: 100 N 1st St W

In our example, the Street No. Field should *only* contain "01"

\*\*\*Read the address tips - this field should **not** have directional labels or St, Ave, Rd etc. entered in the field. \*\*\*

### Address

#### Address Tips:

- On streets named after numbers, use two-digit street names. Add a leading zero for single-digit numbers.
- Do not include the street type or directional indicators.
- Do not include the street types or abbreviations, such as Avenue or Ave, Street or St, Way or Lane.
- If your address doesn't show up, try typing only the first few letters or numbers. This will give you a broader search.

For example: 100 North 3rd St W should be searched for with Street No: 100 and Street Name: 03

Click Search once you enter the address information.

\* Street No.:  \* Street Name:

**Search** **Clear**

Tango

Created with Tango.us

**10. When you have properly entered the address into the fields, click on Search.**

Once you hit search, a popup box will appear and give you options to select from, or the information will auto populate.

For example: 100 North 3rd St W should be searched for with Street No: 100 and Street Name: 03

Click Search once you enter the address information.

*Street No.:	*Street Name:
100	01

**Search** **Clear**

**Parcel**

Applications with a valid street address should not modify the parcel. This should have loaded when you used 1 No Street to update the parcel number. If you used 1 No Street, click the Clear button in the parcel section.

*Tango* Created with Tango.us

**11. You can see the parcel number auto filled.**

**Parcel**

Applications with a valid street address should not modify the parcel. This should have loaded when you used 1 No Street to update the parcel number. If you used 1 No Street, click the Clear button in the parcel section.

\* **Parcel Number:**  
04220022237060000

Lot:	Block:	Subdivision:
1	12	--Select--

**Search** **Clear**

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**12. You can see the owner's information auto filled.**

You can update the owner's information if this is out of date. You do not need to complete all the fields if the owner's name is correct

**Parcel**

Applications with a valid street address should not modify the parcel. This should have loaded when you searched the address.  
If you used 1 No Street, to update the parcel number, click the **Clear** button in the parcel section. Then, enter the correct parcel number for the un-addressed location and click **Search**.

**Parcel Number:**  
04220022237060000

Lot: 1 Block: 12 Subdivision: -Select-

**Search** **Clear**

**Owner**

Owner Name: CITY OF MISSOULA

\*Address Line 1:  
435 RYMAN ST

Address Line 2:

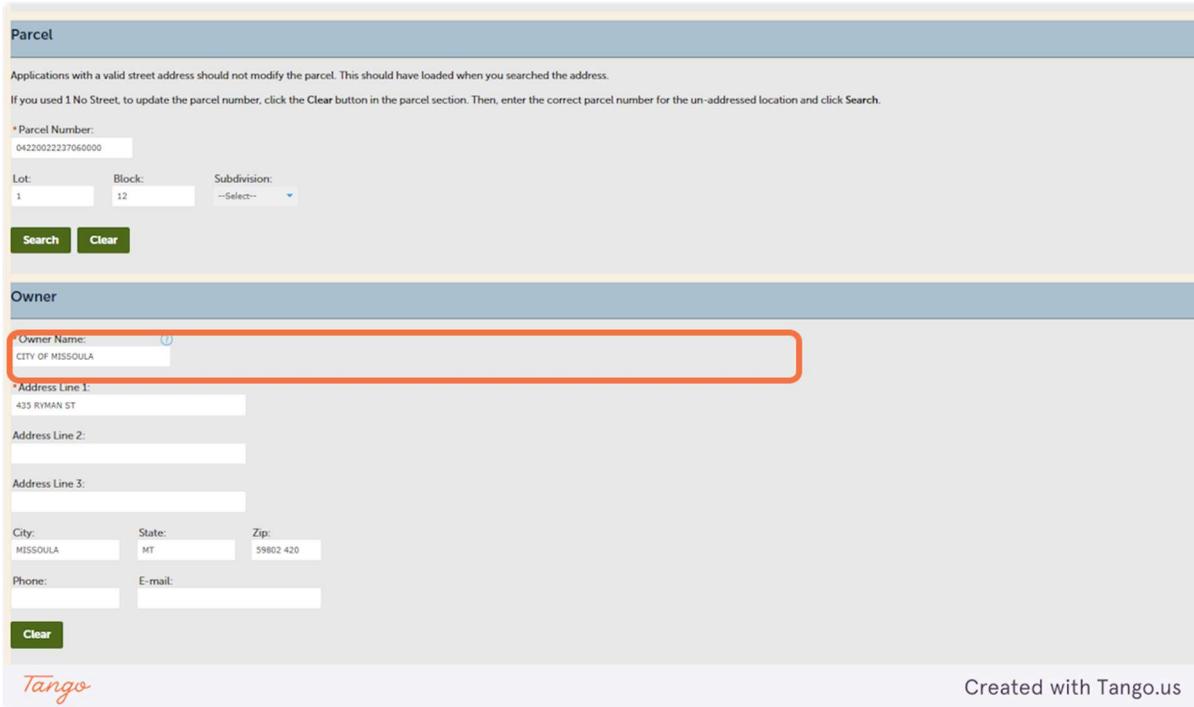
Address Line 3:

City: MISSOULA State: MT Zip: 59802 420

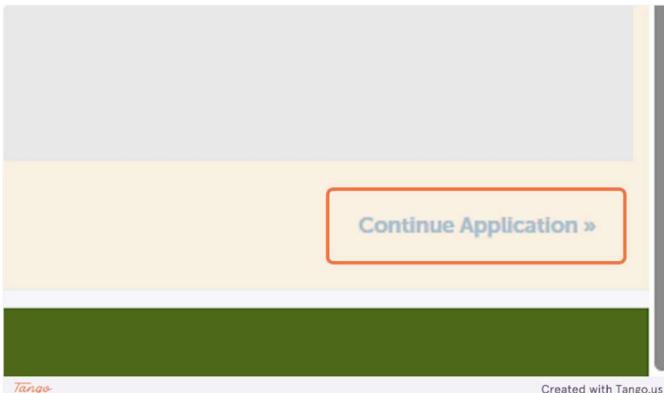
Phone: E-mail:

**Clear**

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**13. Click on Continue Application.**



**14. Identify the Contractor for the permit. Click on Look Up. If you are unsure who the contractor is at this time, you skip this step.**

Step 2: People Information > Contacts

Contractor

To find a Contractor, click Look Up, enter the search criteria, and click the Look Up button. If owner is to be contracto

**Look Up**

Applicant

All electronic document review communications will be sent to this applicant.

**Select from Account**

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**15. Type "OWNER" into the "Name of Business" field if the work is being completed by the owner of the property.**

If the work is being completed by a contractor, search their Business Name in that field.

fields below and click the lookup button. If you are unable to find the desired contractor, please attempt to re  
Providing only the first view letters of a business name instead of the full name, address, etc will often produce  
located the desired contractor account, it is possible the account is in a hold status due to needing updated  
renewal that has not been processed. If you are unable to locate the contractor account, please call (406) 552  
the search criteria, and click the Look Up button.

License Type: City License Number:  
--Select--

First: Last:

Name of Business:

Address Line 1:

Applications will be sent to this applicant.

Relationships such as Architect, Engineer, or other non-licensed individual.

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**16. Click on Look Up and the information should auto populate.**

Phone 1:  Phone 2:  Fax:

E-mail:

**Look Up** **Clear** **Discard Changes**

**17. Click on Select from Account for applicant to share the details of the person applying.**

License Type:CONTRACTOR  
License Number:12-PEOP-00028  
Address:  
[Edit](#) [Remove](#)

## Applicant

All electronic document review communications will be sent to this applicant.

**Select from Account**

## Contact Person

Contact Person can be used for relationships such as Architect, Engineer, or other non-licensed individual.

**Select from Account** **Add New**

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**18. Choose the appropriate user affiliated with your account to appear on the applicant field of the permit application.**

2 People Information

on>Contacts

Enter the search criteria, and click the Look Up button to search for the contact successfully.

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which one to attach.

Showing 1-2 of 2

	Category	Type	Name
<input type="radio"/>	Associated Contact	Local Manager	Tiffany
<input checked="" type="radio"/>	Associated Contact	Contact Person	Testing

**Continue** **Discard Changes**

*Tango* Created with Tango.us

19. Click on Continue to confirm your selection and close the pop-up window.

The screenshot shows a pop-up window titled "on>Contacts". The window displays a table with two rows of data. The columns are "Category", "Type", and "Name". The first row shows "Associated Contact" as the category, "Local Manager" as the type, and "Tiffany Ziesemer" as the name. The second row shows "Associated Contact" as the category, "Contact Person" as the type, and "Testing Username" as the name. The second row has a blue circular selection indicator. Below the table are two buttons: "Continue" (highlighted with a red box) and "Discard Changes". The background of the window shows a dark interface with some text and a "Tango" watermark.

Category	Type	Name
Associated Contact	Local Manager	Tiffany Ziesemer
Associated Contact	Contact Person	Testing Username

**Continue** **Discard Changes**

20. Click on Continue Application to begin the next page.

The screenshot shows a page with a large blue rectangular area at the top. At the bottom of the page, there is a button with the text "Continue Application »" enclosed in a red box. The background shows a dark interface with some text and a "Tango" watermark. The page is identified as being created with Tango.us.

**Continue Application »**

## 21. Type a detailed description of your project in the large empty field labeled Detailed Description

City staff appreciates detailed information and can clean up and reduce the information in these fields as needed, but it is best to be as detailed as possible.

Demolition Permit

1 Work Location	2 People Information	3 Permit Details	4 Document Upload	5 Review
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**Step 3: Permit Details > Work Details**

**Work Description**

**NOTE**

- Each structure requires a separate demo permit.
- All entire structure demolitions with existing sewer and water utility connections must have utility connections abandoned. Excavation permits must be issued and inspected before the demo permit will be approved. Demolition work must be coordinated with utility companies as described (below) and coordinated with fire code official.

\* Detailed Description:  ?  
Ex: Replace cabinets, relocate sink and dishwasher, add electrical outlets.

## 22. Continue to work through the Project Detail fields.

**Permit Details**

**PROJECT INFORMATION**

\* Demolition Type:

\* Occupancy:

Multi-Family Units:

\* Sq.Ft.of Building Being Demolished:

\* Sq.Ft.of Disturbed Land Area: ?

**23. On "Deconstruction Information", yes or no must be selected.**

This is yes if you will be deconstructing (for re-use) a portion or all the materials.

**Step 3: Permit Details > Deconstruction Details**

The City of Missoula encourages deconstruction instead of demolition whenever possible to divert materials from

**Custom Fields**

**DECONSTRUCTION INFORMATION**

\* Deconstruction:

Yes  No

**24. If Yes, Complete the Deconstruction Information**

**25. Click on Add Files (No Plan Revisions) button**

For instructions and specifications on submitting revision submission is authorized. Revision submission is only allowed

The maximum file size allowed is 1000 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht

Name	Type	Size
No records found.		

**Add Files (No Plan Revisions)**

**26. Click on Add Files (No Plan Revisions)**

**Continue**

**Add Files (No Plan Revisions)**

**Remove**

**27. A pop-up to your computer or device's file explorer will appear. Select the file(s) you want to attach from the file explorer on your computer.**

28. You should see all the files you selected from your computer listed.

File Upload X

The maximum file size allowed is 1000 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r  
are disallowed file types to upload.

2024-MSS-COM-012345.pdf 0%

Continue Add Files (No Plan Revisions) Remove

< >

29. Click on Continue

File Upload X

The maximum file size allowed is 1000 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r  
are disallowed file types to upload.

2024-MSS-COM-012345.pdf 0%

Continue Add Files (No Plan Revisions) Remove

< >

30. Assign the Type of document (plans, supplemental docs, etc.)

***Assigning the correct document type is highly important. If the wrong document type is selected, the appropriate city staff group will not be notified, therefore review may be delayed.***

File: 2024-MSS-COM-012345.pdf 100%

\*Type:  Description:

**Save** **Add Files (No Plan Revisions)** **Remove All**

**31. Enter a document description, following the requirements and instructions outlined on the page. Typically, this is a short description of the file.**

MSS-COM-012345.pdf 100%

Description:

**Save** **Add Files (No Plan Revisions)** **Remove All**

**32. Click on Save**

2024-MSS-COM-012345.pdf 100%

\*Type:  Description:

**Save** **Add Files (No Plan Revisions)** **Remove All**

**33. You should see the file(s) in the attachments list.**

Name	Type	Size	Upload Date	Document Description	Document Status
2024-MSS-COM-012345.pdf	Plans	265.01 KB	01/31/2024	2024-MSS-COM-012345 INITIAL PLANS	Review Complete
2024-MSS-COM-012345-Reviewed-Resubmittal Required.pdf	Plans	404.75 KB	01/31/2024		Resubmittal Required

**34. Click on Continue Application**

**35. You are now on the Review Page**

Look at all the fields, and select "Edit" to make changes to information if needed. Once changes are made, you will be taken back to the review page.

MISSOULA  
MONTANA

Welcome to City of Missoula  
Helpline (406) 552-6630

Online Maps Permit Atlas Return to City of Missoula

Announcements Logged in as:TestingUsername Collections (0) Reports (1) Account Management Logout

Search...

Home Building Fire Engineering Licenses and Registration Planning

Apply for a Building Permit Search Permits

Building Residential

1 People Information 2 Permit Details 3 Review 4 Review 5 Pay Fees 6 Record Submittal

Step 4 Review

Save and resume later Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type Building Residential

Address 435 RYMAN Edit

Parcel Parcel Number: 042200222370600000 Edit

Owner Owner Edit

CITY OF MISSOULA

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**36. If you are satisfied with all the information, please select the acknowledgments box.**

electronically signing and filing this application.

### Permit Application Acknowledgements and Certifications

By submitting this permit application, I attest to have read, understand, and agree to comply

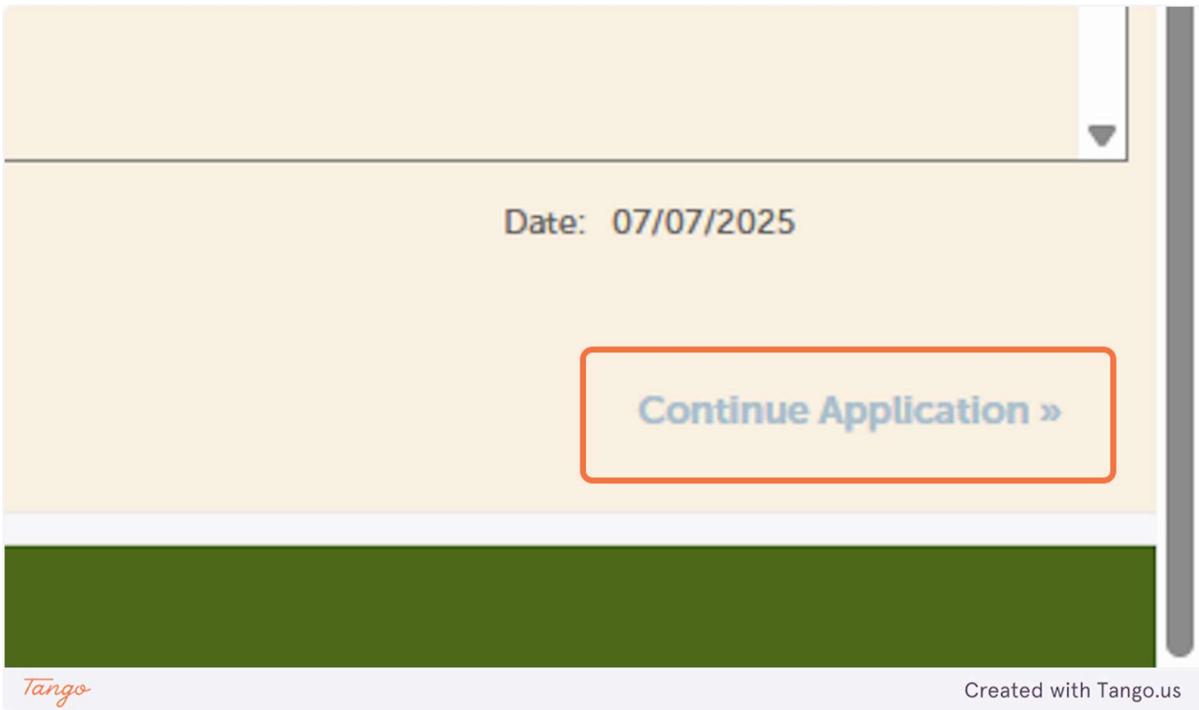
By checking this box, I agree to the above certification.

Save and resume later

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**37. Click on Continue Application**



38. You have now completed your application, as confirmed in the area within the top lime green stripe.

A screenshot of a building permit application confirmation page. At the top, there is a navigation bar with links: Home, Building (which is highlighted in blue), Fire, Engineering, Licenses and Registration, and Planning. Below the navigation bar is a dark blue header with two buttons: "Apply for a Building Permit" with a checkmark icon and "Search Permits" with a magnifying glass icon. The main content area has a light orange background. It shows a "Building Residential" section with three tabs: "1 Work Location", "2 People Information", and "3 Permit Details". Below these tabs, there is a green horizontal bar. On the left side of this bar is a green circle with a white checkmark. To its right is a red-bordered box containing the text: "Your application has been successfully submitted. Please print your record and retain a copy for your records." At the bottom of the page, there is a note: "Thank you for using our online services. Your Record Number is 2025-MSS-RES-00805." To the left of this note is a blue circle with a white exclamation mark. Below the note, there is a link "View additional details". In the bottom left corner, the word "Tango" is written in orange, and in the bottom right corner, the text "Created with Tango.us" is displayed in a smaller, gray font.

39. Below that, you can see your Permit Number for the application that is now ready to be opened for review.

**1 Work Location****2 People Information**

Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.

**Your Record Number is 2025-MSS-RES-00805**



A notice was added to this record on 05/20/2024.

Condition: DER Required Severity: Notice

Total Conditions: 1 (Notice: 1)

[View additional details](#)

*Tango*

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