Apply for a Demolition Permit

Coordinators' Guide for Applicants [v07.18.25]

How to Apply for a Building Permit using Accela Citizen Access

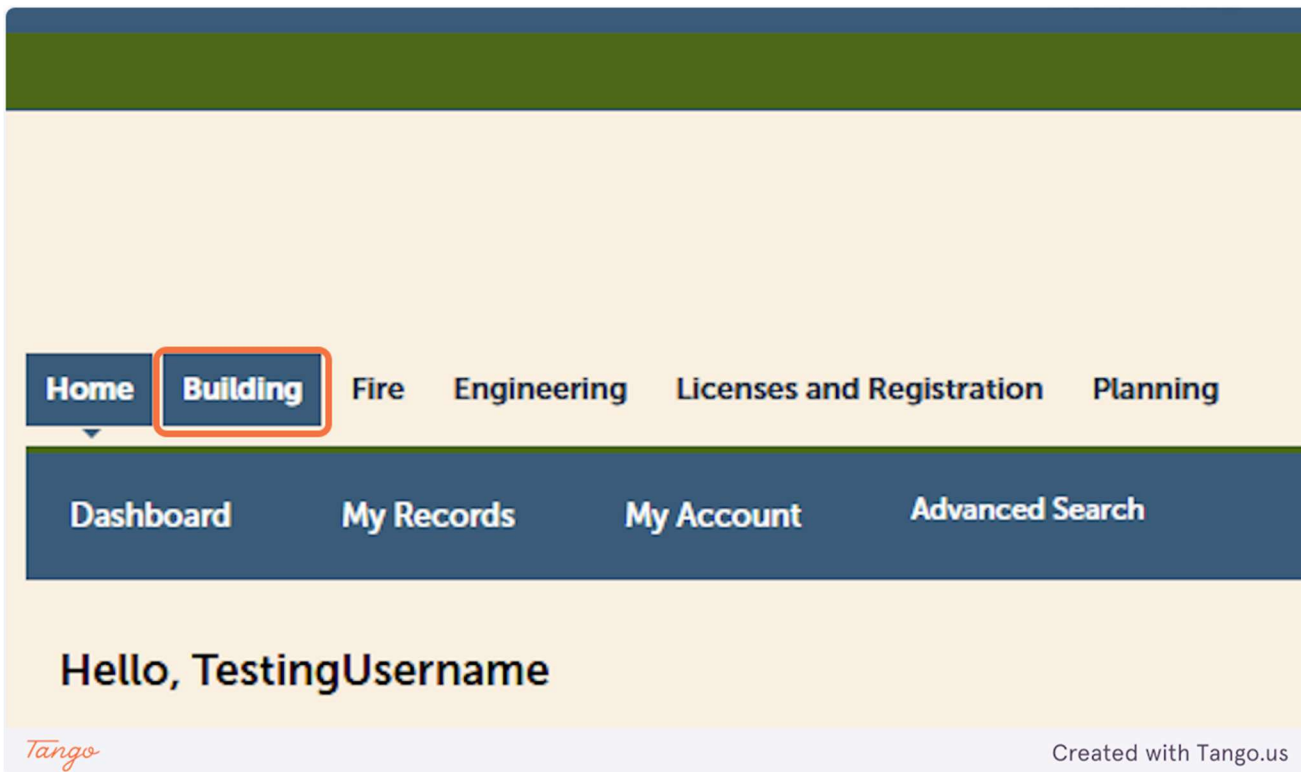Link to the site: https://aca-prod.accela.com/MISSOULA/Login.aspx

1. Find Sign In and enter your credentials

2. Click on SIGN IN

3. Click on the Building Tab

| Home | Building | Fire | Engineering | Licenses and Registration | Planning |

| Dashboard | My Records | My Account | Advanced Search |

Hello, TestingUsername

4. Click on Apply for a Building Permit

| Home | Building | Fire | Engineering | Licenses and Registration | Planning |

⊘ Apply for a Building Permit   🔍 Search Permits

Records

Showing 1-2 of 2 | Add to collection

	Date	Permit Number	Permit Type	Description
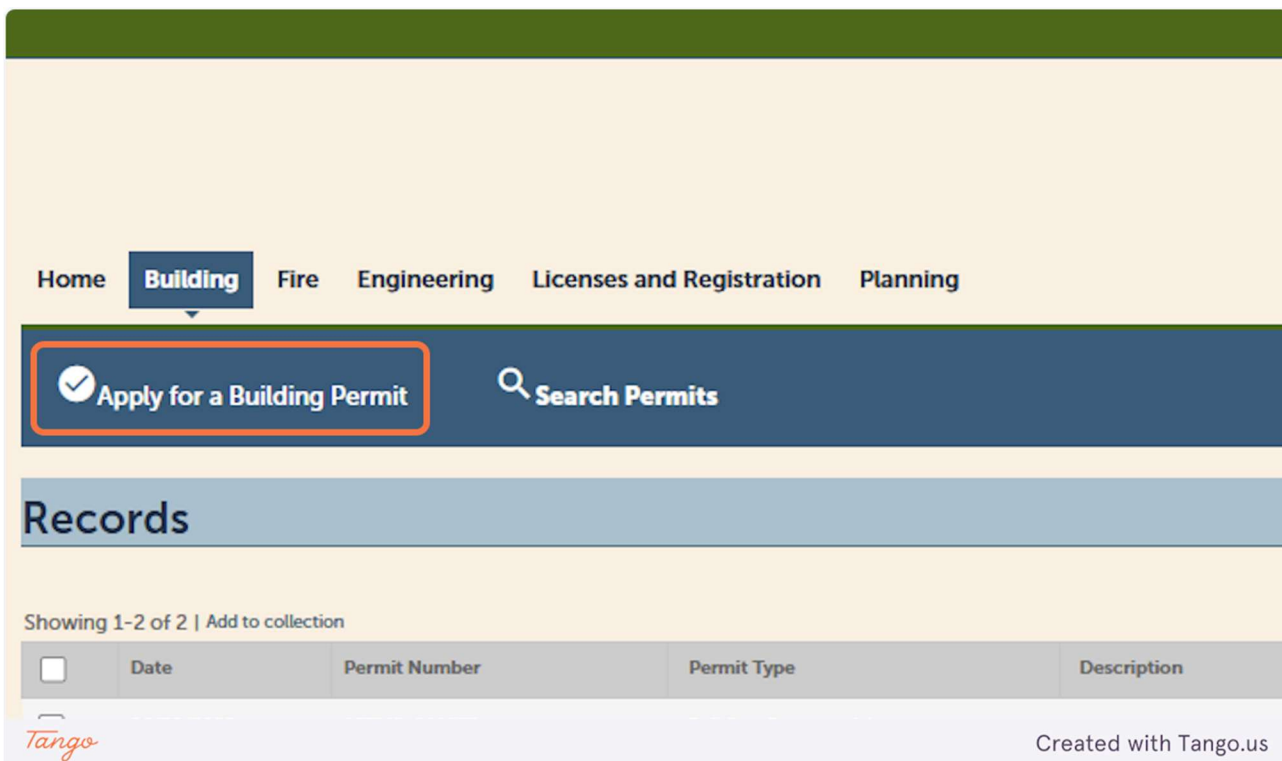
5. Read the General Disclaimer. Check "I have read and accepted the above terms. Click on Continue Application.

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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.

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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-di[g]
- 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 L[a]
- If your address doesn't show up, try typing only the first few letters or numbers. This will give [y]

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.:
```
100
```

* Street Name:
```

```

Search **Clear**

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 number[s]
- 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 broa[d]

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.:
```
100
```

* Street Name:
```
01
```

Search **Clear**

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 whe

If you used 1 No Street, to update the parcel number, click the Clear button in the parcel section. 1

11. You can see the parcel number auto filled.

Parcel

Applications with a valid street address should not modify the parcel. This should have loa

If you used 1 No Street, to update the parcel number, click the **Clear** button in the parcel s

* Parcel Number:

04220022237060000

Lot: Block: Subdivision:

1   12   --Select--

[Search]   [Clear]

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: Block: Subdivision:
1   12   --Select-- ▼

[Search] [Clear]

Owner

* Owner Name: ⓘ
CITY OF MISSOULA

* Address Line 1:
435 RYMAN ST

Address Line 2:

Address Line 3:

City: State: Zip:
MISSOULA   MT   59802 420

Phone: E-mail:

[Clear]

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.

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.

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

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 Informatic

on>Contacts

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

Showing 1-2 of 2

er the search criteria, and click the Look Up bu

uccessfully.

	Category	Type	Name
○	Associated Contact	Local Manager	Tiffany
◉	Associated Contact	Contact Person	Testing

Continue   **Discard Changes**

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

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

Showing 1-2 of 2

on>Contacts

nter the search criteria, and click the Look Up bu

successfully.

[**Continue**]   **Discard Changes**

nications will be sent to this applicant.

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

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.

22. Continue to work through the Project Detail fields.

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 fro

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 revisio
submission is authorized. Revision submission is only allo

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)   Remov

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.
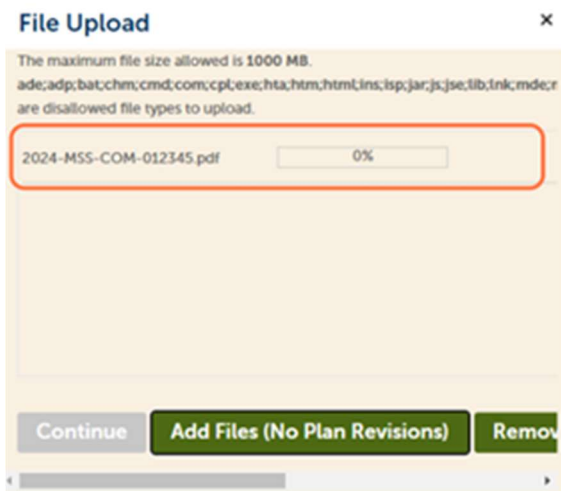
29. Click on Continue
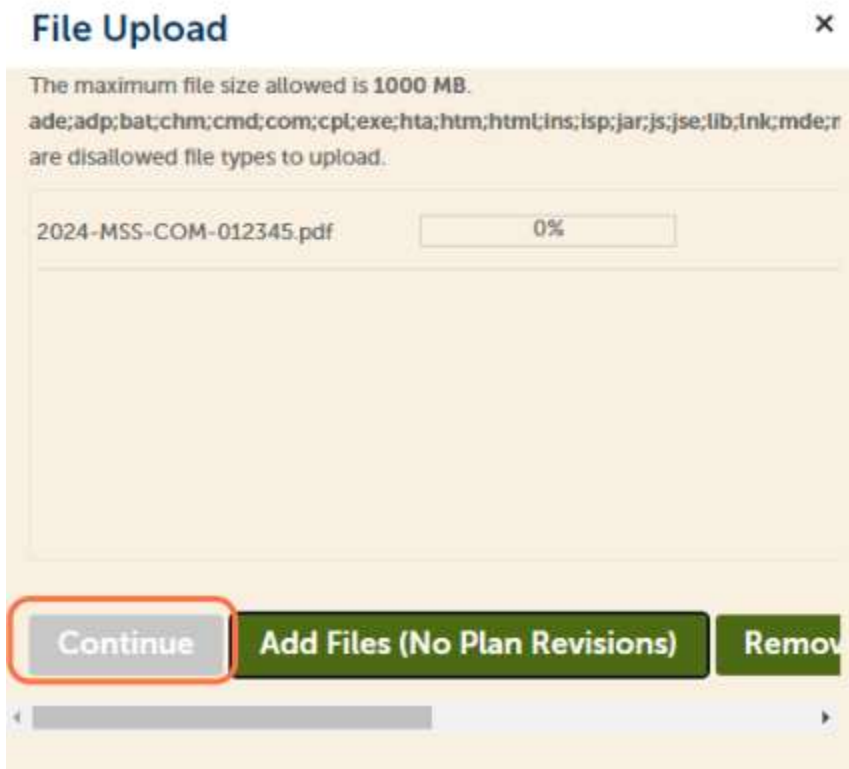
30. Assign the Type of document (plans, supplemental docs, etc.)

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.

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

32. Click on Save

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.

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

37. Click on Continue Application

Date: 07/07/2025

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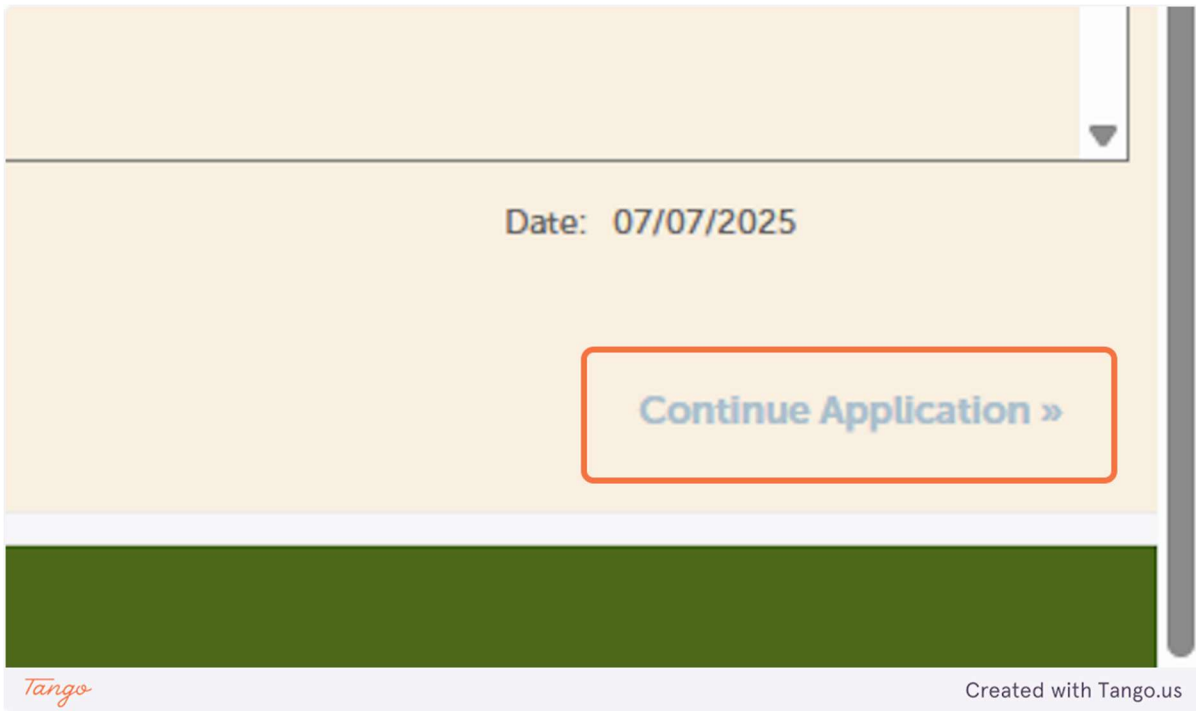
38. You have now completed your application, as confirmed in the area within the top lime green stripe.

Home   **Building**   Fire   Engineering   Licenses and Registration   Planning
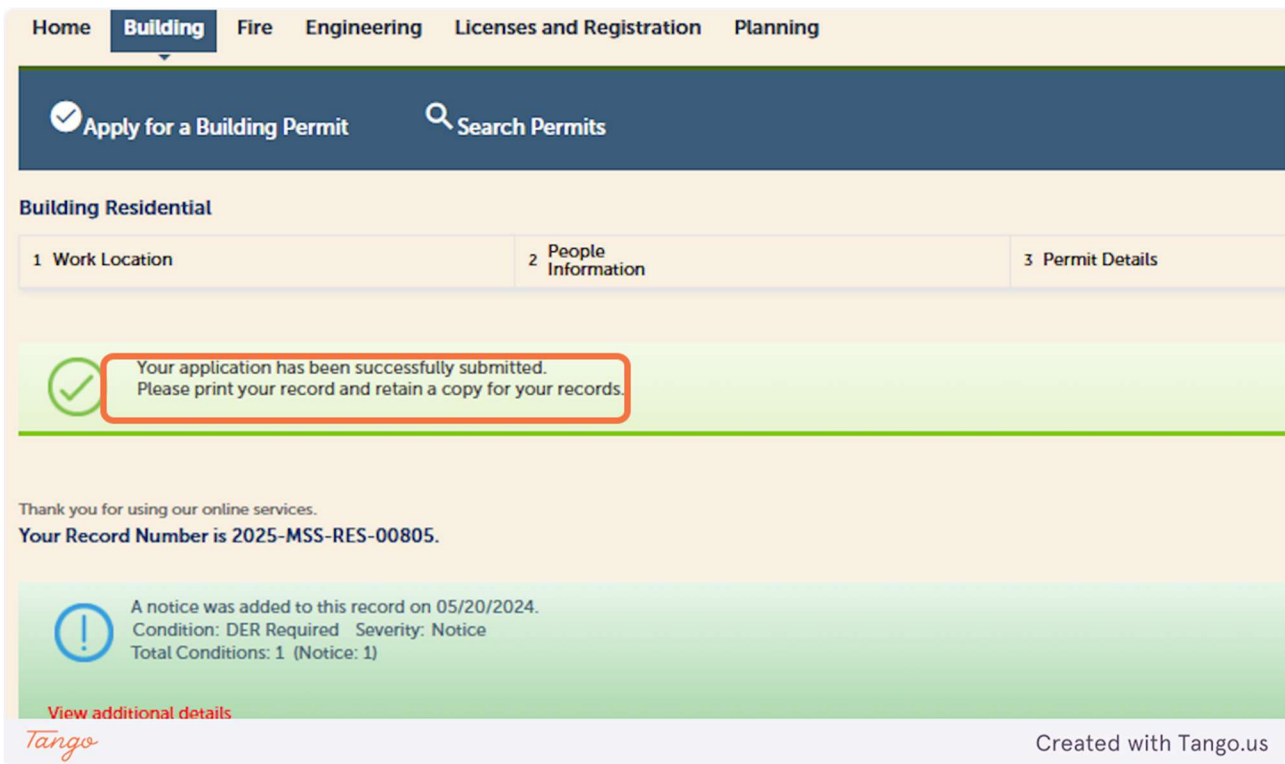
✓ Apply for a Building Permit   🔍 Search Permits

Building Residential

1 Work Location	2 People Information	3 Permit Details

✓ 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

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

✓ 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

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