



COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

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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>

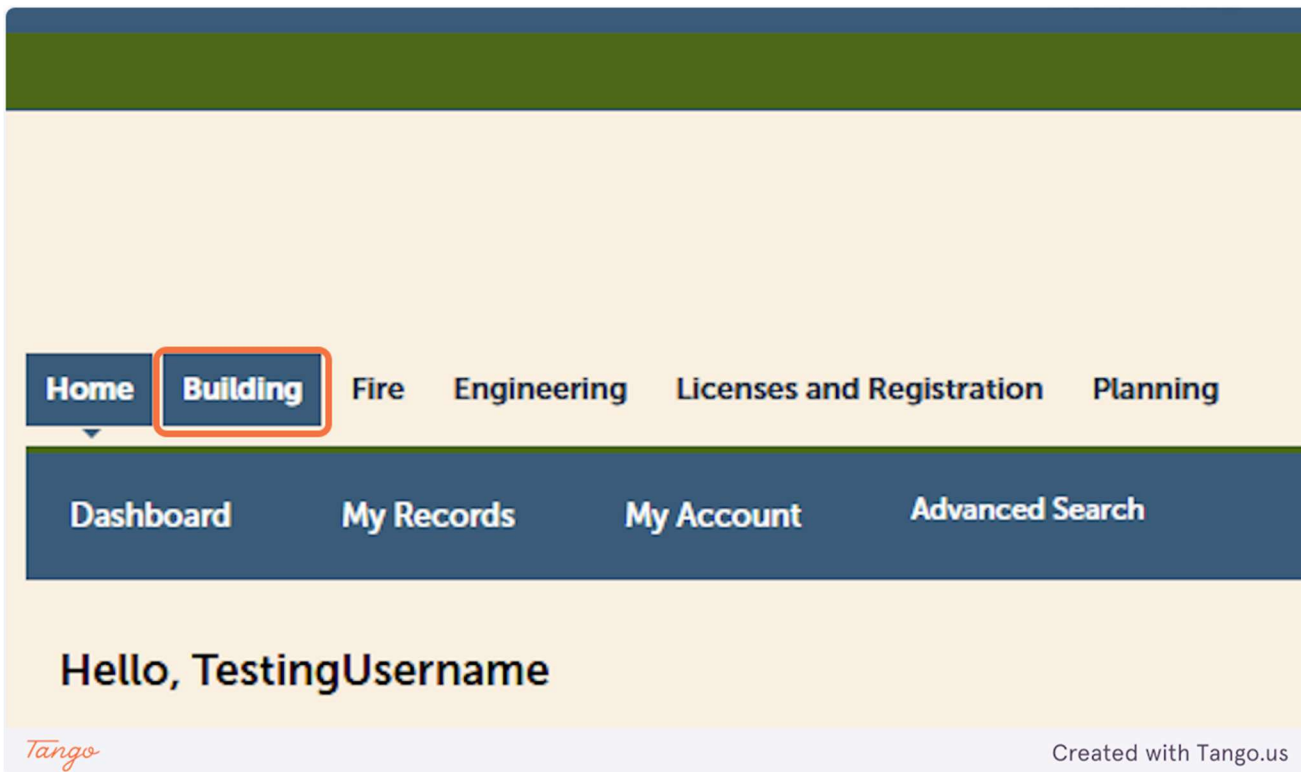
1. Find Sign In and enter your credentials

A screenshot of the Accela Citizen Access login page. The page has a search bar at the top right. Below it, there's a section for "Sign In" with fields for "USERNAME OR EMAIL" (containing "wisea@ci.missoula.mt.us") and "PASSWORD" (masked with dots). There's a "Forgot Password?" link, a "SIGN IN" button, and a checkbox for "Remember me on this device". Below the sign-in section, there's a "Not Registered?" link and a "CREATE AN ACCOUNT" link. The page also has some instructional text on the left side.

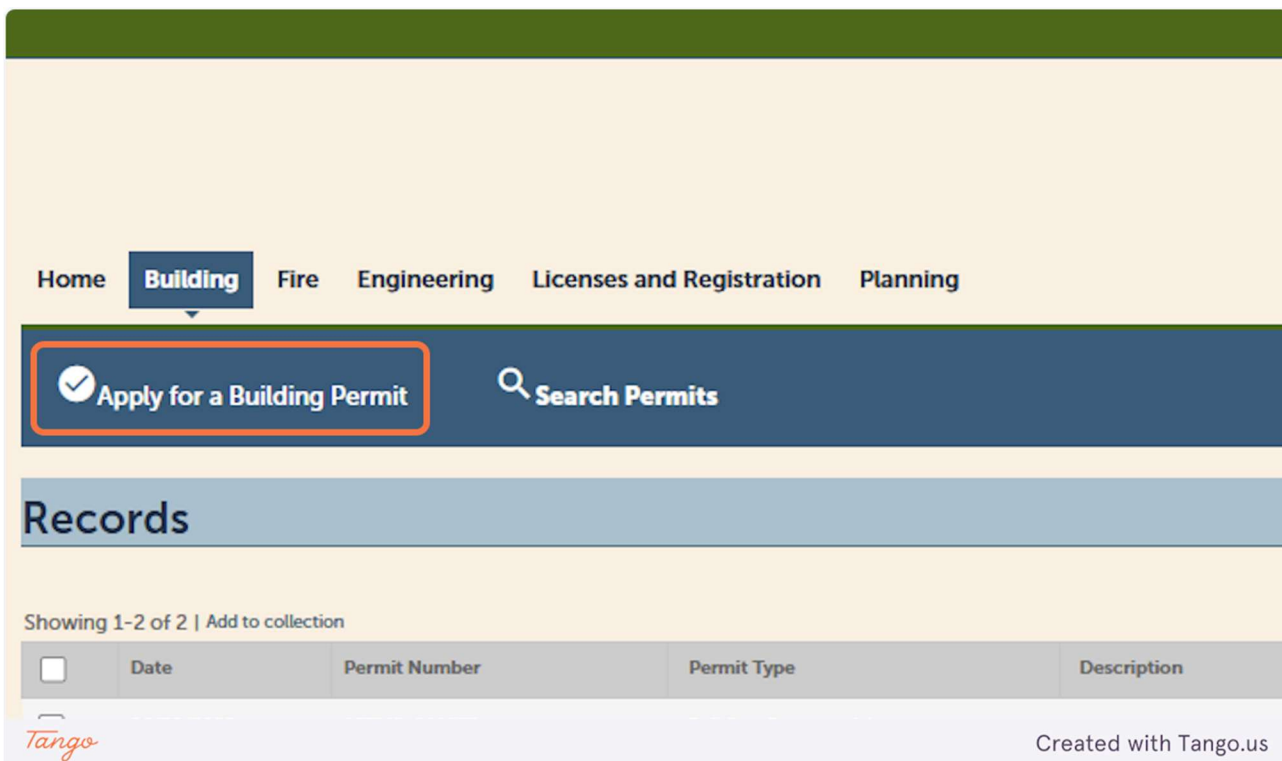
2. Click on SIGN IN

A screenshot of the Accela Citizen Access login page, similar to the one above, but with the "SIGN IN" button highlighted with a red border. The "USERNAME OR EMAIL" field contains "wisea@ci.missoula.mt.us" and the "PASSWORD" field is masked with dots. The "Forgot Password?" link is visible above the "SIGN IN" button. Below the button, there's a checkbox for "Remember me on this device" and a "Not Registered?" link. The page also has some instructional text on the left side.

3. Click on the Building Tab



4. Click on Apply for a Building Permit



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

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☒ I 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

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 4 Review 5 Pay Fees 6

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

Tango

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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

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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:

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, click the Clear button in the parcel section.

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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, click the Clear button in the parcel section.

*Parcel Number:

Lot: Block: Subdivision:

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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.

Continue Application »

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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 contractor, click the Look Up button.

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-enter the search criteria, and click the Look Up button. Providing only the first few letters of a business name instead of the full name, address, etc. will often produce results. If you are unable to locate 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) 552-6630.

License Type: City License Number:

First: Last:

Name of Business: ?

Address Line 1:

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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.

Applicant

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

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.

Contacts

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

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.

on>Contacts

Enter the search criteria, and click the Look Up button

successfully.

Showing 1-2 of 2

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

Continue Discard Changes

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

Continue Application »

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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.

* 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: --Select-- ▼

* Occupancy: --Select-- ▼

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 for

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.		

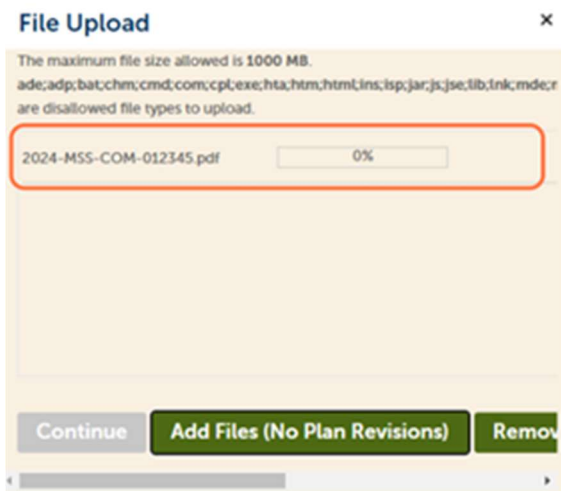
Add Files (No Plan Revisions)

26. Click on Add Files (No Plan Revisions)

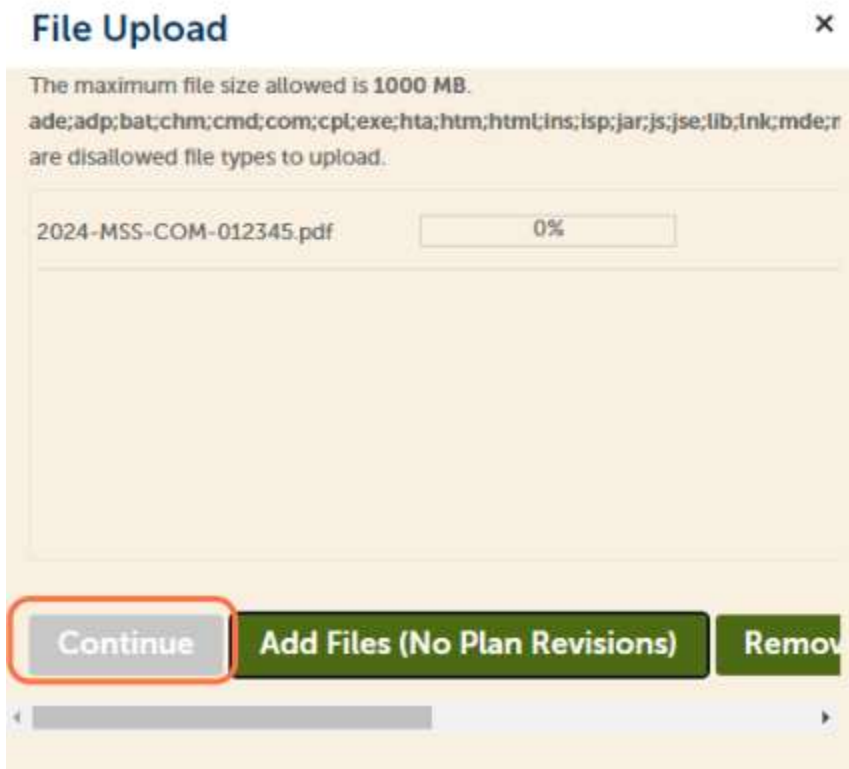
Continue **Add Files (No Plan Revisions)** **Remove**

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.



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.

File:
2024-MSS-COM-012345.pdf

100%

*Type:
Plans

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%

Type:
Plans

Description:
2024-MSS-COM-012345 INITIAL PLANS

Save Add Files (No Plan Revisions) Remove All

32. Click on Save

File:
2024-MSS-COM-012345.pdf

100%

*Type:
Plans

Description:
2024-MSS-COM-012345 INITIAL PLANS

Save Add Files (No Plan Revisions) Remove All

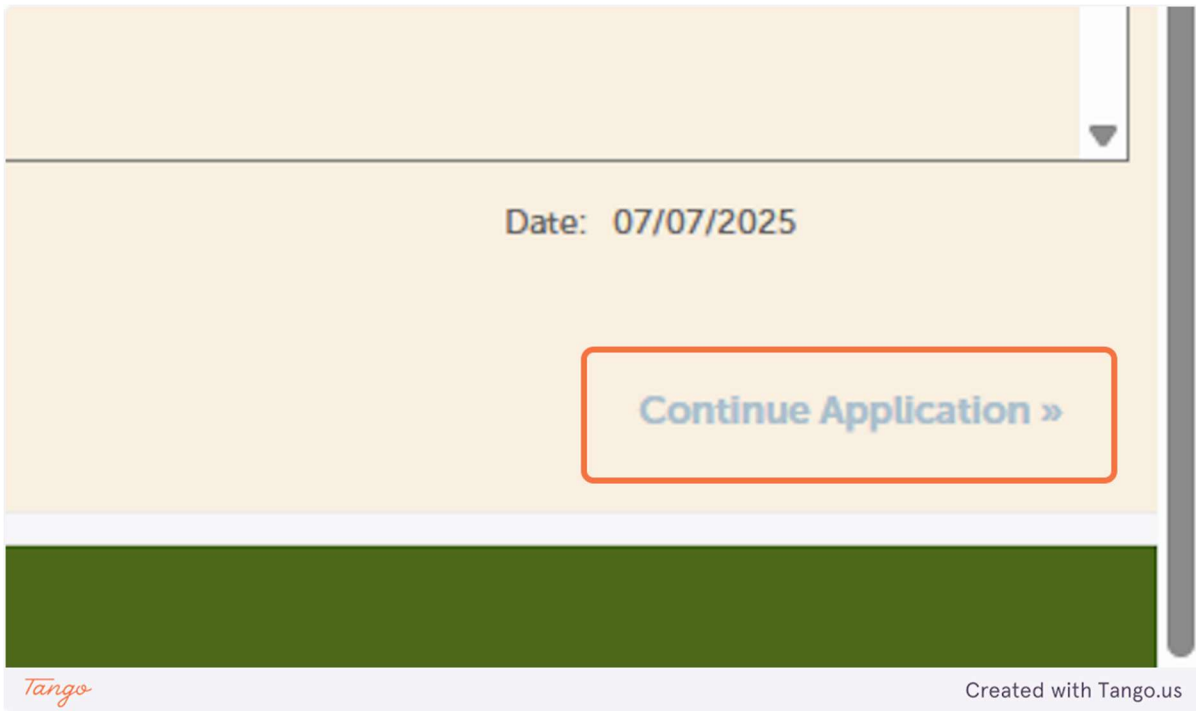
33. You should see the file(s) in the attachments list.

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

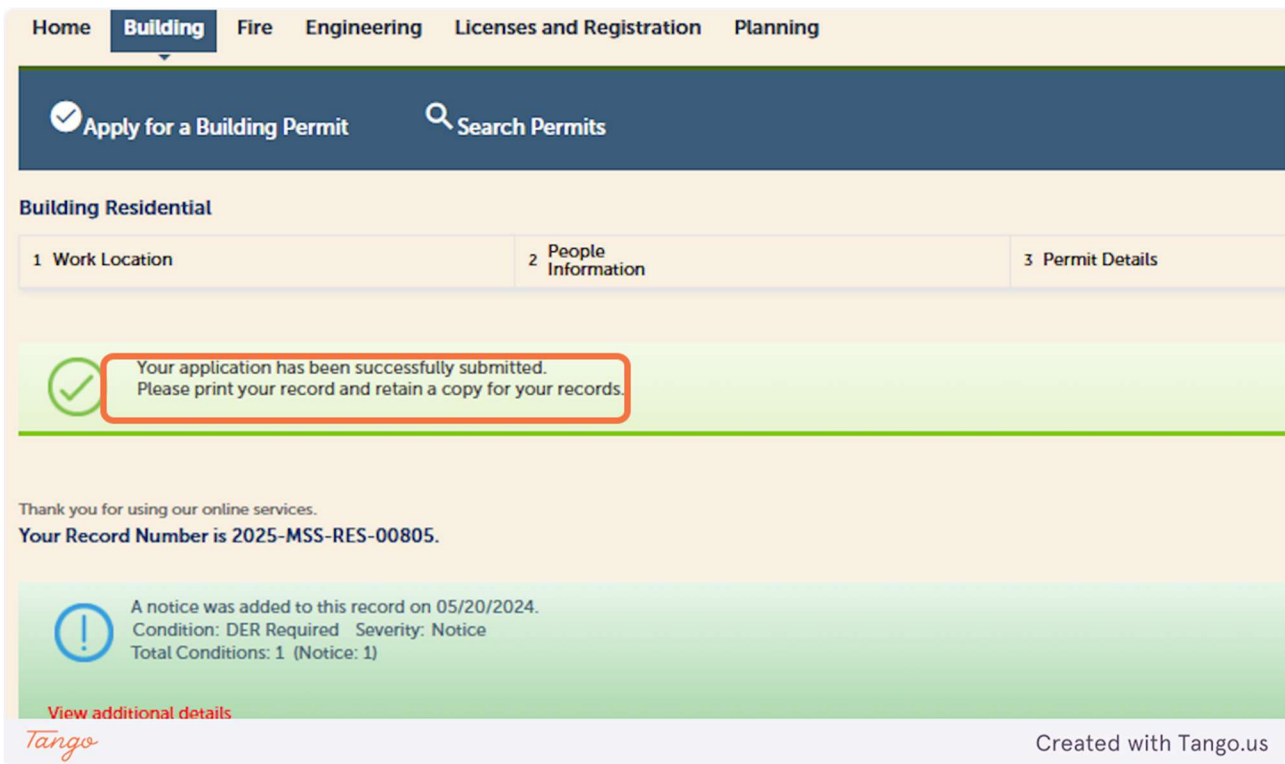
34. Click on Continue Application

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.



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



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](#)