

ODYSSEY Missoula County Public Work's On-Line Permitting System

Types of permits available on Odyssey: **Address/Approach, Building, Land Use/Zoning Compliance (LUZC), Electrical, Mechanical, Plumbing, and Excavation.** Before you initiate any of these permits, you will need the following information:

- 1) Geocode, Address, and/or Legal Description. If you do not have this information, you can easily obtain it at: <http://gis.missoulacounty.us/propertyinformation/>
- 2) Property Owner Name, Address and Phone Number (we must be able to contact the owner).
- 3) Contractor's Name, Address, Phone Number, email and current MT Contractor's License Number.

Odyssey is not supported by Internet Explorer. Use **Google Chrome, Firefox or MS Edge** as your search engine and **Turn Off Pop Up Blockers** then go to the link below:

<https://apps.missoulacounty.us/publicpermitting/>

To Create Account:

- 1) Click "Register>>"
- 2) Create your personal account and allow one full day for the account to be verified.
- 3) Be sure to make note of your user name and password!
- 4) After verification, you can start applying, paying and tracking your permits online.

To Apply:

- 1) Click "Login>>" and enter the user name and password that you created during registration.
- 2) Click the "Login" Button
- 3) Select the type of permit you are applying for from the list on the left of the screen (Address/Approach, Building, Electrical, Excavation, Land Use/Zoning (LUZC), Mechanical, or Plumbing). *Note: LUZC Permits include: Sign permits, Conditional use permits, Grading & Drainage review for construction in zoned area of Missoula County, Seasonal Use permits (e.g., fireworks stands), SD#2 Permits, and Accessory Structures (less than 200 square feet).*
- 4) After selecting the type of permit, fill in the requested information in each field.
- 5) Note: below the "Property Owner" section there is a check box that defaults to "Contractor Same as Property Owner". If the Contractor is different than the owner, click the check box to open the Contractor information.
- 6) At the top of the "Property Owner", "Contractor", "Design Professional" and "Tenant" Sections there is a link "Fill from account information" which will auto fill from your account information.
- 7) A site plan is required for Building, Land Use/ Zoning Compliance, Excavation, and Address/Approach Permits. Example site plans and more information on building permit application requirements is available at <http://www.missoulacounty.us/government/public-works/public-works/building-division> .
- 8) If applicable, upload electronic files associated with the permit in the "Drop files here" box . For Building permits: one complete set of hard copy plans must be submitted to the Missoula County Building Department at 6089 Training Drive, Missoula, MT 59808.
- 9) After inputting all required information for your permit, click on the "Accept Terms and Conditions" box.
- 10) Click on "Submit" at the bottom of the page.
- 11) You will receive a message that the permit was successfully submitted.
- 12) You can pay the permit fee by clicking on the **View Permit** (green button), and then the **\$ Fees** (orange button). At the bottom of the page is a blue link "Pay by Credit Card or eCheck" – **again, Pop-Up blockers must be off.** This link will re-direct you to MT Interactive which accepts Visa, Master Card, Discover or eChecks. Note: there is a 3rd party processing fee of \$1.25 + 1.995% for credit cards and \$2.00 for echecks.
- 13) Inspections cannot be scheduled on-line (yet). To schedule an inspection, please call our office at 406-258-3701 with the permit number, address, and the type of inspection.
- 14) Don't hesitate to contact our office at 406-258-3701 or 3702 if you have questions.