

Permit Guide to Efficient Home Upgrades in the City of Missoula

This document is intended as a quick-reference guide only and does not constitute comprehensive or authoritative information. Always verify requirements with the City of Missoula and ensure all necessary permits are obtained prior to beginning work.

Step 1:

Determine if you need a permit

- Installing a heat pump dryer
 - o If you currently have a 240V outlet for your dryer, and you're just plugging in the new one, you don't need a permit.
 - o If you currently have a gas, propane, or no dryer, and do not have a 240V outlet, you'll need a permit for the electrical work and to cap a gas line.
 - o If replacing, adding, or relocating any vents or ducts (such as a dryer vent), you will need a mechanical permit.
- Installing an induction range
 - o If you currently have a 240V outlet for your range and are just plugging it in, you don't need a permit.
 - o If you do not have a dedicated 240V outlet, you will need to pull a permit for the electrical work and for capping any related gas lines.
 - o If replacing, adding, or relocating any vents or ducts (such as a range hood vent), you will need a mechanical permit.
- Installing an EV charger
 - o If you're just plugging a charger into an existing outlet, you do not need to pull a permit.
 - o If you are adding or moving an outlet, or hard wiring an EV charger, you will need an electrical permit.
- Installing solar panels
 - o A letter must be provided by a licensed engineer stating if the existing roof system is adequate to support the photovoltaic system.
 - o If it is adequate, you only need to pull an electrical permit.

- If it is not adequate, you need to pull an electrical permit and a building permit.
 - More information can be found [here](#).
- Installing a heat pump for space heating and cooling
 - A mechanical permit is not required for portable units, or for units that contain 10lbs or less of refrigerant, or that are actuated by motors of 1 horsepower (0.75kW) or less.
 - An electrical permit would be needed for any install of any hard wired electrical system, addition of an outlet, or extending any branch circuit more than 6’.
- Installing a heat pump water heater
 - You will need to pull a plumbing permit to install or replace a water heater.
 - If you do not have a dedicated 240V outlet, you will need to pull a permit for the electrical work and for capping any related gas lines.
- Upgrading an electrical panel
 - Pulling an electrical permit will be required
- When you typically do NOT need a permit
 - Swapping old appliances for new, efficient appliances that utilize the same outlet and do not require any electrical work
 - Installing low-flow fixtures, such as showerheads and faucet aerators
 - Replacing lightbulbs
 - Adding insulation, weather sealing, or duct sealing
- Still unsure?
 - Visit the [City of Missoula Permit FAQ page for more information](#)
 - If you’re looking for other permits, you can visit the [City of Missoula Permit Processes and Policies page](#).

Step 2:

Apply for the permit

- Visit [Accela](#), the Permit and Licensing Portal
- Create an account, if you don’t have one already
- Clarify what permits you need to apply for
- Select the “Building” tab and click “Apply for a Building Permit”
- Select the permit type you need (e.g., Mechanical, Electrical, Plumbing)
- Select the permit location

- Add contractor¹ and applicant information
- Add the work description (e.g., adding a 240V outlet in the garage) and permit details
- Review and pay for permit
- Ensure all work is done to current code, which can be found on the [City of Missoula Building Division Page](#).
- Complete your work and schedule an inspection; additional inspection information can be found on the [City of Missoula Permit FAQ page](#).

¹ If you are a homeowner performing the work related to this contract and will not be hiring a contractor to perform the work related to this permit, simply enter "owner" into the business field below and click the lookup button. Electrical and Plumbing work may be self-performed by the legal owner of the residential dwelling unit so long as the property is the primary residence of the owner and there are no intentions of the unit to be rented. Mechanical work can be owner-performed without rental status restrictions. All electrical and plumbing work performed in multiple unit dwelling structures, commercial structures, and individually owned dwelling units in commercial structures (i.e., condo complex unit) must be performed by a MT state licensed trade contractor. Should you have any questions regarding the ability to self-perform plumbing or electrical work on your dwelling unit, please contact the City Building Official at (406) 552-6042.