



ONLINE PERMITS  
[missoulacounty.build/steps/apply-for-a-permit](https://missoulacounty.build/steps/apply-for-a-permit)

PUBLIC WORKS BUILDING DIVISION • 406-258-3701

6089 TRAINING DR. • MISSOULA, MT 59808

## RESIDENTIAL & COMMERCIAL ROOF-MOUNTED SOLAR PHOTOVOLTAIC PANEL PERMIT CHECKLIST

**Instructions:** Use this checklist to determine the required components for your solar project. Any files uploaded to an online application must be in .pdf (portable document format).

### Checklist

- Engineering documentation for structural load and wind resistance **ALL** Solar projects require a Structural Review letter signed and stamped by a Montana Licensed Professional Engineer. Please see requirements in Appendix 1 before moving onto the next item.
- Building Permit (it applicable, see Appendix 1 Structural Review) ([Online Portal / Residential PDF application](#) / [Commercial PDF application](#))
- Electrical Permit This permit must be obtained by a licensed electrician. Neither the homeowner nor the solar installer may obtain the permit unless they are licensed electricians.
  - Upload the Structural Review letter to this Electrical permit ([Online Portal / PDF application](#))
- Land Use Zoning Compliance Permit If the project is flush roof-mounted, then no Land Use permit will be required
  - Determine if the property is in a designated floodplain ([Floodplain Mapping System](#))
  - Basic site plan and details of location on roof or property (see Appendix 2 for examples)
  - Zoning Information (see Appendix 3)

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**Application Submittal.** Complete applications for small rooftop solar PV permits will be processed in 1–3 business days. However, this review time may be extended if additional departmental review is required. Online applications must include .pdf (portable document format) files to be uploaded.

The permit application may be submitted for review by way of any of the following methods:

- **Online Portal:** [missoulacounty.build](https://missoulacounty.build)
- **In-person/Mail:** Missoula County Public Works, Building Division Office, 6089 Training Drive, Missoula, MT 59808 (\*\*Please allow additional processing time for mail in applications)

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**Associated Fees.** Missoula County accepts payments in the form of cash / check / credit card\*  
\*additional fees will apply for credit card transactions at 3.3%

**Electrical Permit Fee:** The electrical permit is minimum of \$86.00 but changes upon the amount of service necessary for the system (based on amps) could add an additional fee of \$71.00.

**\*\*Commercial project fees are based solely on total project valuation.**

**Building Permit Fee:** The building permit fee is \$125.00. If major structural work is recommended by the Montana Licensed Professional Engineer, an additional permit fee will be based on the value of the labor & materials for the modification work. **\*\*Commercial project fees are based solely on total project valuation.**

**Land Use/Zoning Compliance Fee:** Reference “Fees Example”.

## **Fees Example:**

### ❖ **Contractor Electrical Permit\***

- \*Electrical Permit Fee: \$86.00
- Additional fee for change/upgrade service \$71.00

### ❖ **Land Use Zoning Compliance Permit** (if required for tilt up roof install)

- Roof Mount Residential/Commercial: \$0.00 Exempt
- Tilted Roof Mount Residential/Commercial: \$100.00

### ❖ **Contractor/Owner Building Permit**

- Residential Permit fee: \$125.00
- **\*\*Commercial project** valued at \$19,000.00
  - Based on all labor and material cost
  - Use valuation box [located here](#) for associated fees
- Plan review fee: \$71.00
- Permit fee: \$357.00
- **\*\*Commercial Building Permit Fee:**
  - a. Based on all labor and material cost
  - b. Use valuation box [located here](#) for associated fees
- Plan Review Fee: 30% of permit fee
- Permit fee = set from valuation link above

*\*Dependent on the valuation and service requirements for each installation.*

*\*\*Commercial Projects are based solely on total project valuation*

**Note that additional information may be requested during the review process.**

## Appendix 1:

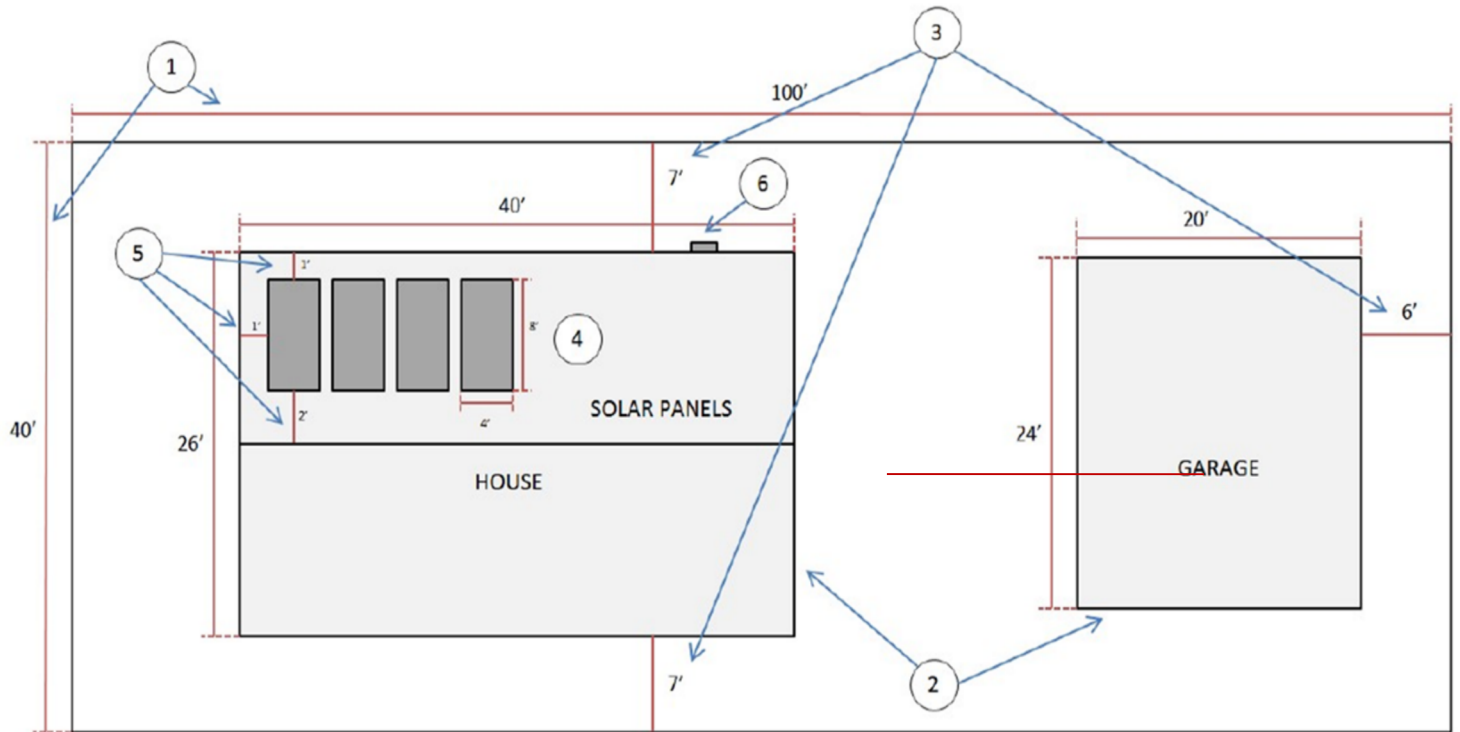
### Engineering Documentation:

- A Structural Review letter signed and stamped by a Montana Licensed Professional Engineer is required for all projects.** The letter shall detail the structural support for the installation. The letter shall acknowledge ONE of the following scenarios:
  1. The roof support structures are *adequate* to support the load of the planned system.
  2. The roof and support structures *need modifications* to provide additional support for the load of the planned system. These modifications shall be detailed on plans and diagrams shall be provided with the stamped letter. A Building permit is required for **ANY** engineer recommended modifications.
  
- Apply for a building permit** (only required for item #2 above under Engineering Documentation) ([Online Portal](#) / [Residential PDF application](#) / [Commercial PDF application](#))
  - Upload Montana Licensed Professional Engineer letter with detailed plans and diagrams.
  - Upload Site plan – Reference Appendix 2 example
  
- Apply for an Electrical permit (required for all solar projects)** ([Online Portal](#) / [PDF application](#))
  - This permit must be obtained by a licensed Montana master electrician. Neither the homeowner nor the solar installer may obtain the permit unless they are licensed Montana master electricians.
  
- Apply for a Land Use/Zoning Compliance, if required.** A Land Use/Zoning Compliance permit is required for all solar systems **except** for those that are flush mounted to a roof with no extension above roofline. ([Online Portal](#) / [PDF application](#))
  - Upload a basic site plan and details of location on property with elevation and building cross section (see sample below)
  - Determine if the property is in a designated floodplain ([Floodplain Mapping System](#))

## Appendix 2:

### SITE PLAN

- (1) Property line locations
- (2) Location of all structures
- (3) Setback from property lines
- (4) Location of solar panel installations
- (5) Solar panel setback dimension from roof peak and edges
- (6) Main service location



## Appendix 3:

# Zoning Information

This appendix is intended to provide additional zoning information for solar electric (photovoltaic) systems in Missoula County, outside the Missoula city limits. For projects within Missoula city limits, please refer to the City of Missoula's solar permitting information at [www.ci.missoula.mt.us/2275/Going-Solar](http://www.ci.missoula.mt.us/2275/Going-Solar).

**Roof Mounted Solar:** Flush roof mounted (non-tilt) solar energy systems are exempt from Land Use and Zoning Compliance Permits.

**Pole / Ground Mounted Solar:** Pole/ground mounted solar systems are classified in three tiers:

1. *Small-Scale Solar Energy Systems* if they are under 2,000 sq feet in surface area
2. *Medium-Scale Solar Energy Systems* if they are over 2,000 sq feet in surface area
3. *Large-Scale Solar Energy Systems* if they are over 1-acre in surface area.

Please see the below table excerpt from Chapter 2, Section 2.4 of the [Missoula County Zoning Regulations](#) to determine what is allowed in your zoning district:

LAND USE/ ACTIVITY	Table 5 Table of Uses by Zoning District													
	OPEN LAND AND AGRICULTURAL					RESIDENTIAL				MIXED-USE			INDUSTRIAL & MANUFACTURING	
	RO	AGR	AGW	AGR	RRS	R	RM	LM*	NR	NC	CC	CEC	ICL**	ICH**
Solar energy system, ground-mounted, small	☐	■	■	■	■	■	■	■	■	■	■	■	■	■
Solar energy system, ground-mounted, medium	-	■	■	☐	☐	☐	☐	■	■	■	■	■	■	■
Solar energy system, ground-mounted, large	-	■	■	-	-	-	-	-	-	-	☐	☐	■	■
Solar energy system, roof-mounted	■	■	■	■	■	■	■	■	■	■	■	■	■	■

**Land Use and Zoning Compliance Permit:** In zoned areas, please refer to Section 5.30(B)(2) of Chapter 5 of the [Missoula County Zoning Regulations](#) for setback and design requirements.

**Contact Information for Zoning Questions:**  
 Missoula County Planning, Development, and Sustainability Department  
[zoner@missoulacounty.us](mailto:zoner@missoulacounty.us) or 406-258-4657