

Tourist Home Fee Structure Amendment

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COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

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Recommended Fee Structure

First-Time Registration		
STEP	STAFF	TOTAL COST
1 Initial Contact w/Applicant	Permit/License Staff or Current Planning Staff	\$ 8.13
2 Review of Registration Forms	Business Licensing Staff	\$ 16.25
3 Zoning Review for Compliance	Current Planning Staff	\$ 20.30
4 Notification Letter Processing and Mailing	Current Planning Staff	\$ 20.30
5 Notification Letter Processing and Mailing	Actual Mail Cost	\$ 2.40
6 Building Department Inspection	Building Inspectors	\$ 222.96
7 Fire Department Inspection	Fire Department Staff	\$ 82.88
8 Follow-Up/Issue Final Approval	Permit/License Staff	\$ 8.13
9 Average Costs to Monitor and Ensure Compliance with Ordinance		\$ 173.18
TOTAL COST		\$ 554.52
Tourist Home Renewal		
STEP	STAFF	TOTAL COST
1 Initial Contact w/Applicant	Permit/License Staff or Current Planning Staff	\$ 8.13
2 Review of Registration Forms	Business Licensing Staff	\$ 16.25
3 Follow-Up/Issue Final Approval	Permit/License Staff	\$ 8.13
4 Average Costs to Monitor and Ensure Compliance with Ordinance		\$ 173.18
TOTAL COST		\$ 205.68

City of Missoula's Role

The role of the City through the registration process of tourist homes is three-fold:

1. To ensure compliance with our city ordinance and local laws.
2. Ensure safety requirements and codes are met.
3. Provide ongoing tracking of the housing landscape, code compliance, and potential housing market impacts.

Recommended Motion

Adopt a resolution for the Missoula City Council amending Exhibit A, the Business Licensing fee schedule in Resolution 8615, to revise fees for Tourist Home registration.