



# FWP Special Use Permit Application

Authority granted via ARM 12.12.119; 23-1-105(1) MCA; and 87-1-301(1)(c) MCA

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**Thank you for your interest in a special use permit within Montana Fish, Wildlife & Parks (FWP) fishing access sites, state parks, or wildlife management areas. Your application's information will assist FWP in evaluating your request thoroughly.**

- A special use permit and payment of required fees are required for:
    - Organized groups or gatherings with 30 or more people at a state park or fishing access site, and 10 or more people at a wildlife management area, fisheries conservation area, or wildlife habitat protection area.
    - Special events such as weddings and reunions; or reservable facilities such as shelters, pavilions, amphitheaters, meeting rooms, or other facilities or areas.
  - A special use permit may be required for:
    - Organized groups or gatherings with fewer than 30 people; or special uses or activities based on type of use or site-specific conditions.
  - Availability of a special use permit depends on factors such as:
    - Management purposes for the site; department capacity to manage the event or activity; impacts on the cultural, heritage, natural, wildlife, and recreational resources; impacts on interpretive, visitor service, other program activities, or with the administrative activities of the department; or impacts on the general public at the site.
  - Facilities such as shelters, pavilions, amphitheaters, meeting rooms, or other similar facilities or areas may be reserved, subject to availability and approval by staff.
  - Reservations must be made within the established reservation window.
  - Reservations may be denied or canceled by the site manager to address public safety or resource protection concerns.
  - When using a reservable facility, the confirmed reservation will serve as the special use permit.
    - If not reserved, facilities are available on a first-come, first-served basis.
  - All recipients of a special use permit and people associated with the permitted activity must comply with the terms and conditions of the permit.
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**Instructions**

1. Fill out the application form including signature and date.
2. Attach your insurance certificate and proof of non-profit status (if applicable).
3. Include maps, itineraries, a calendar of activities, and other relevant information for your group/activity.
4. Mail or email the application to the appropriate Regional Park Manager or Regional Office.

1. Business/Organization Information			
*Business/Organization Name			
2. Contact Information			
**Name of Contact		Field Contact (if different)	
Mailing Address	City	State	Zip
Email Address		Business Phone	Cell Phone

\* Write N/A if not affiliated with Business or Organization

\*\* Name that will appear on the permit

**3. Description of Use**

Provide a detailed description and the purpose of the commercial use you are proposing to conduct.

**4. Location, Timing, and Volume of Use**

Please specify the name(s) of FWP sites where you propose to conduct commercial use, the dates, timing, and number of participants.

*Example:*

<i>Bannack State Park</i>	<i>July 17</i>	<i>8:00 am - 12:00 pm</i>	<i>30</i>
<i>Blacks Ford Fishing Access Site</i>	<i>Weekends, July, and August</i>	<i>8:00 am – 4:00 pm</i>	<i>40</i>

Site Name	Date(s) of Proposed Use	Timing of Proposed Use	Number of Participants

I certify that the information given by me in this application is true, accurate, and complete to the best of my knowledge. I further understand that the provision of false information, or the failure to keep this application or other permit information updated, are grounds for probation, suspension, or revocation of the permit. I understand that I must comply with the terms and conditions listed on the permit.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please mail or email your completed permit application to the the FWP Regional Office in the area where you wish to conduct the use (see attached contact information below), **ATTENTION: SPECIAL USE PERMIT.**

Upon authorization of your permit application, FWP will send you a permit that specifies the locations and periods the permit is valid, permit terms and conditions, and the amount of the permit fee.

**FWP Regional Offices**

**FWP Region 1**

490 North Meridian Rd  
Kalispell, MT 59901  
(406) 752-5501  
[fwprg12@mt.gov](mailto:fwprg12@mt.gov)

**FWP Region 3**

1400 South 19<sup>th</sup> Ave  
Bozeman, MT 59718  
(406) 994-4042  
[fwprg3@mt.gov](mailto:fwprg3@mt.gov)

**FWP Region 5**

2300 Lake Elmo Dr  
Billings, MT 59105  
(406) 247-2940  
[fwprg52@mt.gov](mailto:fwprg52@mt.gov)

**FWP Region 7**

Industrial Site West  
PO Box 1630  
(406) 234-0900  
[fwprg72@mt.gov](mailto:fwprg72@mt.gov)

**FWP Region 2**

3201 Spurgin Rd  
Missoula, MT 59804  
(406) 542-5500  
[fwprg22@mt.gov](mailto:fwprg22@mt.gov)

**FWP Region 4**

4600 Giant Springs Rd  
Great Falls, MT 59405  
(406) 454-5840  
[fwprg42@mt.gov](mailto:fwprg42@mt.gov)

**FWP Region 6**

1 Airport Rd  
Glasgow, MT 59230  
(406) 228-3700  
[fwprg62@mt.gov](mailto:fwprg62@mt.gov)

