

FLATHEAD COUNTY
DIRECTORY OF SERVICES

2023



Rev. 07/27/23

Adams Building – 1108 South Main Street

Old Courthouse – 800 South Main Street

Flathead County Justice Court – 935 1st Avenue West

Earl Bennett Building – 1035 1st Avenue West

Justice Center – 920 South Main Street

North Complex Building – 290 North Main

South Campus Building – 40 11th Street West

FOR BURIAL PLOT INFORMATION, PLEASE CALL THE CEMETERY “CONTACT PERSON” LISTED BELOW

1099 Tax Form Preparation	Finance Department	2nd floor-Old Courthouse	758-5704
Accounts Payable:			
Records	Finance Department	2nd floor-Courthouse	758-5704
Reports	Finance Department	2nd floor-Courthouse	758-5524
Warrants	Finance Department	2nd floor-Courthouse	758-5704
Accounting/Financial Statements	Finance Department	2nd floor-Courthouse	758-5538
Adoptions (Cases/District Court)	Clerk of District Court	3rd floor-Justice Center	758-5870
Advances, County Employee Travel	Finance Department	2nd floor-Courthouse	758-5538
Aging Services	Agency on Aging (AOA)	1st floor-S. Campus Bldg.	758-5730
Agricultural Covenants	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200
Air Quality:			
Recording (Open Burn, Forecast, Pollution)			751-8144
Complaints	Health Department	2nd floor-S. Campus Bldg.	751-8130
Animal Control		225 Cemetery Road	752-1310
Annual Financial Report/County	Finance Department	2nd floor-Courthouse	758-5538
Appraisal	Montana Department of Revenue	100 Financial Dr.	758-5706
Area 9 Agency on Aging		1st floor-S. Campus Bldg.	758-5730
Area 9 Agency on Aging Dining Room		1st floor-S. Campus Bldg.	758-5711
Assessor	Montana Department of Revenue	100 Financial Dr.	758-5700
ATV License	Motor Vehicle	290 North Main	758-5690
Auditor's Office	Clerk & Recorder's Office	1st floor-Courthouse	758-5526
Automobile License	Motor Vehicle	290 North Main	758-5690
Avalanche Reports			800-526-5329
Ballots/Absentee	Election Department.	290 B North Main Street.	758-5535

Benefits	Human Resource Office	2nd floor-Courthouse	758-5523
Bethany Lutheran Cemetery	contact Bill Lester		837-6161
Bethel Cemetery (Somers Cemetery)	contact Bill Lester		837-6161
Bigfork Community Cemetery		contact Cheri Hanson	837-5531
Birth Certificates	Clerk & Recorder's Office	1st floor-Courthouse	758-5526
Board Appointments	Commissioners Office	3rd floor-Courthouse	758-5501
Boat License	Motor Vehicle	290 North Main	758-5690
Bookkeeping	Finance Department	2nd floor-Courthouse	758-5538
Bridge Department	Road Department.	1249 Willow Glen Drive	758-5790
Budgets	Finance Department	2nd floor-Courthouse	758-5538
Building Guidelines	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200
Building Maintenance		1108 South Main St	758-5834
Building Permits for County	NONE		
Burial, Indigent	Commissioners Office	3rd floor-Courthouse	758-5503
Burial on personally owned property	No permit; must have death certificate; <u>cannot</u> be by a groundwater source		
Business Licenses- TEMPORARY	Treasurer's Office	290 North Main	758-5688
Business Licenses- PERMANENT	Montana Secretary of State	Helena, MT	444-3665
Business Name Registration	Montana Secretary of State	Helena, MT	444-3665
C. E. Conrad Cemetery	contact Jim Korn		249-2775
Certificate of Survey	Plat Room/Surveyor	1st floor-Courthouse	758-5510
Child Custody, Investigate/Mediate	Family Court Services	290 North Main	758-5724
Child Support:			
Receive Payments	Clerk of District Court	3rd floor-Justice Center	758-5870
Records	Clerk of District Court	3rd floor-Justice Center	758-5870
Children, Dependent & Neglected (Cases/ District Court)	Clerk of District Court	3rd floor-Justice Center	758-5870
Civil Defense	Office of Emergency Services	625 Timberwolf Parkway	758-5560
Civil Litigation (Cases/District Court)	Clerk of District Court	3rd floor-Justice Center	758-5870
Civil Rights Compliance	Human Resource Office	2nd floor-Courthouse	758-5523
Claims Processing/Accounting	Finance Department	2nd floor-Courthouse	758-5704
Clerk of District Court		3rd floor-Justice Center	758-5870
Clerk & Recorder's Office		1st floor-Courthouse	758-5698
Columbia Falls Cemetery- <u>see Woodlawn Cemetery</u>			
Commissioners Minutes	Commissioners' Office	3rd floor-Courthouse	758-5501

Commissioners Office		3rd floor-Courthouse	758-5503
Community Health Services	Health Department	1st floor-Earl Bennett Bldg.	751-8110
Computer Services- see Information Technology			
Congregate Meals	Agency on Aging (AOA)	1st floor-S. Campus Bldg.	758-5710
Conrad Complex	Weed & Parks		758-5805
County Attorney		820 South Main	758-5630
Court Administrator, District Court	Devin Kuntz	3rd floor-Justice Center	758-5665
Covenants, Conditions & Restrictions:			
Recorded Document	Clerk & Recorder's Office	1st floor-Courthouse	758-5526
Request for Amendment	Commissioners Office	3rd floor-Courthouse	758-5503
Creston Cemetery (Union Cemetery)	contact Fern Kauffman, Condon, MT		754-2238
Criminal Proceedings (Case/District Court)	Clerk of District Court	3rd floor-Justice Center	758-5870
Day Care Facilities, Inspection of	Health Department.	1st floor-Earl Bennett Bldg.	758-8110
Death Certificates	Clerk & Recorder's Office	1st floor-Courthouse	758-5527
Decay Ordinance	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200
Demersville Cemetery	Clerk & Recorder's Office	1st floor-Courthouse	758-5526
Dept. of Motor Vehicles	North Complex	290 North Main	758-5690
Dependent/Neglected Children (Case/District Court)	Clerk of District Court	3rd floor-Justice Center	758-5870
Disease Services, Chronic/Communicable	Health Department	Earl Bennett Bldg.	751-8110
District Court-Judge Allison		3rd floor-Justice Center	758-5906
District Court-Judge Coffman		3rd floor-Justice Center	758-5906
District Court-Judge Eddy		3rd floor-Justice Center	758-5906
District Court-Judge Ulbricht		3rd floor-Justice Center	758-5906
District Court-Judge Wilson		3rd floor-Justice Center	758-5906
Domestic Relation Actions (Cases/District Court)	Clerk of District Court	3rd floor-Justice Center	758-5870
Drivers License/Montana	Drivers Service (State office)	1325 Hwy 2 West	257-2127
EEO/Handicap Access	Human Resource Office	2nd floor-Courthouse	758-5523
Mountain Climber Transit		1333 Willow Glen Drive	758-5728
Election Department		290 B North Main Street.	758-5535
Elections, Information	Election Department	290 B North Main Street.	758-5535
Emergency Medical Services (EMS)		625 Timberwolf Parkway	758-5558
Employee Forms	Human Resource Office	2nd floor-Courthouse	758-5523
Employment	Human Resource Office	2nd floor-Courthouse	758-5523

Employment Records	Human Resource Office	2nd floor-Courthouse	758-5523
Environmental Health Services		Earl Bennett Bldg.	751-8130
Expense & Revenue Reports	Finance Department.	2nd floor-Courthouse	758-5524
Extension	Extension Agriculture & 4-H	upper level-Adams Bldg..	758-5553
Fairgrounds:		Corner of N Meridian Rd. & Hwy 2	
Office			758-5810
Shop			758-5811
Fairview Cemetery	contact Carey Dill		257-1077
Family Court Services		290 North Main	758-5724
Family Planning	Health Department	3rd floor-Earl Bennett Bldg.	751-8150
Finance Department.	Finance Department	2nd floor-Courthouse	755-5538
Fire Service Area		625 Timberwolf Parkway	758-5563
Firework Show Permits	State Fire Marshall (Dawn Drollinger)		257-2584
Firework Stand Permits	Treasurer/Business Licenses	290 North Main	758-5688
Floodplain	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200
Food Service Inspections	Health Department.	2nd floor-S. Campus Bldg.	751-8130
General Ledger System/Maintain	Finance Department	2nd floor-Courthouse	758-5524
Geographic Information System (GIS)	GIS Office	2nd floor-Courthouse	758-5540
Grants, State/Federal- Distribution of	Treasurer's Office	290 North Main	758-5688
Green Box Sites	Solid Waste District	4098 Highway 93 North	758-5910
Grocery Stores, Inspections of	Health Department.	2nd floor-S. Campus Bldg.	751-8130
Group Insurance, County Employees	Human Resource Office	2nd floor-Courthouse	758-5523
Handicapped Transportation	Mountain Climber Transit	1333 Willow Glen Drive	758-5728
Hazardous Materials:			
Complaints	Health Department.	2nd floor-S. Campus Bldg.	751-8100
Emergencies	Office of Emergency Services	625 Timberwolf Parkway	758-2194
Questions	Solid Waste District	4098 Highway 93 North	758-5910
Health Department		Earl Bennett Bldg.	751-8100
Health Services:			
Community	Health Department	Earl Bennett Bldg.	751-8110
Education	Health Department.	Earl Bennett Bldg.	751-8101
Environmental	Health Department	2nd floor-S. Campus Bldg.	751-8130
Schools	Health Department	Earl Bennett Bldg.	751-8110
HIV Testing	Health Department.	3rd floor-Earl Bennett Bldg.	751-8150

Home Delivered Meals	Agency on Aging	1st floor-S. Campus Bldg.	758-5710
Homestead	Clerk & Records Office	1st floor-Courthouse	758-5534
Houses: Year built	Dept. of Revenue-Appraisal Office	100 Financial Dr.	758-5706
Hotels, Inspections of	Health Department	2nd floor-S. Campus Bldg.	751-8130
Human Resources		2nd floor-Courthouse	758-5523
Benefits	Human Resources	2nd floor-Courthouse	758-5523
Employment	Human Resources	2nd floor-Courthouse	758-5523
Employment Records	Human Resources	2nd floor-Courthouse	758-5523
Insurance Forms	Human Resources	2nd floor-Courthouse	758-5523
Risk Management	Human Resources	2nd floor-Courthouse	758-5523
Workers' Compensation	Human Resources	2nd floor-Courthouse	758-5523
Immunizations	Health Department	1st floor-Earl Bennett Bldg.	751-8110
Information Technology		Basement-Justice Center	758-5571
Information Technology-User Authority	Information Technology	Basement-Justice Center	758-5571
Insurance, Employee Health	Human Resource Office	2nd floor-Courthouse	758-5523
Insurance Forms	Human Resource Office	2nd floor-Courthouse	758-5523
Internal Financial Reviews	Auditor	2nd floor-Courthouse	758-5538
Journal Entries	Finance Department.	2nd floor-Courthouse	758-5538
Junk Vehicles	Solid Waste District	4098 Highway 93 North	758-5910
Justice Court		935 1st Avenue West	758-5643
Civil Department	Justice Court	935 1st Avenue West	758-5643
Criminal Department	Justice Court	935 1st Avenue West	758-5643
Justice of the Peace:			
Eric Hummel	Justice Court	935 1st Avenue West	758-5643
Paul Sullivan	Justice Court	935 1st Avenue West	758-5643
Juvenile:			
Crime/Agency for Justice	Youth Court Services	830 S. Main Street	758-5541
Proceedings (Cases/District Court)	Clerk of District Court	3rd Floor-Justice Center	758-5870
Public Work Hours	Youth Court Services	830 S. Main Street	758-5541
Kalispell Senior Center OFFICE		lower level-Adam's Building	257-1598
Lakeshore Permits	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200
Landfill (Solid Waste District)		4098 Highway 93 North	758-5910
Land Ownership	Plat Room/Surveyor	1st floor-Courthouse	758-5510
Land Use	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200

Library		247 1st Avenue East	758-5819
Licenses:			
All Terrain Vehicles (ATV)	Motor Vehicle	290 North Main	758-5690
Automobiles/Trucks	Motor Vehicle	290 North Main	758-5690
Boats	Motor Vehicle	290 North Main	758-5690
Fees: Cigarette/Beer/Liquor	Treasurer's Office	290 North Main	758-5688
Marriage	Clerk of District Court	3rd floor-Justice Center	758-5870
Motorcycle	Motor Vehicle	290 North Main	758-5690
Snowmobile	Motor Vehicle	290 North Main	758-5690
Trailer (Automobile & Mobile Home)	Motor Vehicle	290 North Main	758-5690
Lodging Facility Program (License/Permit)	Health Department	2nd floor-S. Campus Bldg.	751-8130
Loss Control/Workplace	Human Resource Office	2nd floor-Courthouse	758-5523
Maintenance of Parks	Weed & Parks Department	309 FFA Drive	758-5800
Marriage Licenses	Clerk of District Court	3rd floor-Justice Center	758-5870
Maternal & Child Health	Health Department	1st floor-Earl Bennett Bldg.	751-8110
Meals:			
Congregate	Agency on Aging (AOA)	1st floor-S. Campus Bldg.	758-5710
Home Delivered	Agency on Aging (AOA)	1st floor-S. Campus Bldg.	758-5710
Mobile Homes:			
Location of	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200
Septic Systems/Health Services	Health Department	2nd floor-S. Campus Bldg.	751-8130
Montana Veterans Home Cemetery	contact MT Veterans Home		892-3256
Motorcycle License	Motor Vehicle	290 North Main	758-5690
Motor Vehicle Department	North Complex	290 North Main	758-5690
Naturalization Records	Clerk of District Court	3rd floor-Justice Center	758-5870
Neglected & Dependent Children (Cases/District Ct)	Clerk of District Court	3rd floor-Justice Center	758-5870
Northwest Montana Fair	Fair Commission		758-5810
Nutrition Services, Public Health	Health Department.	1st floor-Earl Bennett Bldg.	751-8170
Oath of Office (FILED)	Clerk & Recorder's Office	1st floor-Courthouse	758-5698
Office of Emergency Services		625 Timberwolf Parkway	758-5560
Open Cut Mining Permits	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200
Passports- Issued	Clerk of District Court	3rd floor-Justice Center	758-5870
Parks- County	Weed & Parks Department	309 FFA Drive	758-5800

Payroll:			
Payroll	Finance Department	2nd floor-Courthouse	758-2424
Employment Records	Human Resource Office	2nd floor-Courthouse	758-5523
Reports, Bi-Weekly	Finance Department	2nd floor-Courthouse	758-2424
Timesheets	Finance Department	2nd floor Courthouse	758-2424
Warrants/Issue	Finance Department	2nd floor-Courthouse	758-2424
Permits, Septic System	Health Department	2nd floor-S. Campus Bldg.	751-8130
PERS Forms	Human Resource Office	2nd floor-Courthouse	758-5523
Planning, Land Use	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200
Planning & Zoning Office		2nd floor-S. Campus Bldg.	751-8200
Plat Room/Surveyor		1st floor-Courthouse	758-5510
Pools & Spas, Inspections of	Health Department	2nd floor-S. Campus Bldg.	751-8130
Pregnancy Testing	Health Department	3rd floor-Earl Bennett Bldg.	751-8150
Probates (Cases/District Court)	Clerk of District Court	3rd floor-Justice Center	758-5870
Probation, Youth	Youth Court Services	830 South Main Street	758-5541
Property:			
Addresses-Mailing Address Change	Plat Room/Surveyor	1st floor-Courthouse	758-5510
Addresses-Property Address Assign	Geographic Information System	2nd floor-Courthouse	758-5540
Appraisal, Real	Dept. of Revenue Appraisal Office	100 Financial Dr.	758-5700
Classification for Tax	Dept. of Revenue Appraisal Office	100 Financial Dr.	758-5700
Tax Appeal Board	Tax Appeal Office	1st floor-Courthouse	758-5532
Tax Exemptions, Real	Dept. of Revenue Appraisal Office	100 Financial Dr.	758-5700
Public Administrator	Adele Krantz, Treasurer	290 North Main	758-5680
Public Health Nurse	Health Department	1st floor-Earl Bennett Bldg.	751-8110
Public Transportation	Mountain Climber Transit	1333 Willow Glen Drive	758-5728
Publication of Legal Notices	Clerk of the Board/Commissioner's	3rd floor-Courthouse	758-5537
Records:			
Accounts Payable	Finance Department.	2nd floor-Courthouse	758-5704
Birth Certificates	Clerk & Recorder's Office	1st floor-Courthouse	758-5527
Child Support	Clerk of District Court	3rd floor-Justice Center	758-5870
Death Certificates	Clerk & Recorder's Office	1st floor-Courthouse	758-5527
Deeds	Clerk & Recorder's Office	1st floor-Courthouse	758-5534
Land Ownership	Plat Room/Surveyor	1st floor-Courthouse	758-5510
Naturalization	Clerks of District Court	3rd floor-Justice Center	758-5870

Employment	Human Resource Office	2nd floor-Courthouse	758-5523
Payroll	Finance Department.	2nd floor-Courthouse	758-2424
Property Address	Geographic Information System	2nd floor-Courthouse	758-5540
Retention of Records	Records Preservation Bldg	309 FFA Drive	758-2485
Red Cross	(Non-county office)	126 North Meridian Road	756-8441
Refuse Disposal	Solid Waste District.	4098 Highway 93 North	758-5910
Registration, Voter	Election Dept.	290 B North Main Street.	758-5535
Reports:			
Avalanche			800-526-5329
Monthly Expense & Revenue	Finance Department.	2nd floor-Courthouse	758-5524
Risk Management	Human Resource Office	2nd floor-Courthouse	758-5523
Road Abandonment	Clerk of the Board/Commissioners	3rd floor-Courthouse	758-5537
Road Department		1249 Willow Glen Drive	758-5790
Rural Special Improvement District (RSID)	Pete Melnick, County Administrator	3rd floor-Courthouse	758-5503
Safety Office, County	Human Resource Office	2nd floor-Courthouse	758-5523
Saint Richard's Catholic Cemetery	contact St. Richard's Catholic Church		892-5142
Sanitary Engineering Services (Disposal, Sewage, Subdivisions, Treatment, Water Supplies)	Health Department	2nd floor-S. Campus Bldg.	751-8130
Schools:			
Health	Health Department.	1st floor-Earl Bennett Bldg.	751-8110
Inspections of	Health Department	2nd floor-S. Campus Bldg.	751-8130
Sanitation	Health Department	2nd floor-S. Campus Bldg.	751-8130
Search & Rescue	Fairgrounds	Corner of Meridian & Idaho	758-5839
Senior Citizen Information	Agency on Aging (AOA)	1st floor-S. Campus Bldg.	759-5730
Septic Systems	Health Department	2nd floor-S. Campus Bldg.	751-8130
Sheriff:			
Business Office		1st floor-Justice Center	758-5585
Civil Department			758-5590
Detectives			758-5600
Dispatch			758-5610
Jail			758-5617
Jail Kitchen			758-5831
Signs	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200
Small Claims Court	Justice Court	935 1st Avenue West	758-5643

Snowmobile License	Motor Vehicle	290 North Main	758-5690
Solid Waste District Office		4098 Highway 93 North	758-5910
Speed Limit Change Request	Commissioners Office	3rd floor-Courthouse	758-5503
Spring Creek Cemetery		contact Jeanine Buettner	755-4733
Subdivisions	Planning & Zoning Office	2nd floor-S. Campus Bldg...	751-8200
Superintendent of Schools		290 North Main	758-5720
Taxes	Treasurer's Office	290 North Main	758-5680
Tax Collection:			
Cigarette, Beer & Liquor	Treasurer's Accounting Department	290 North Main	758-5688
Corporate License	Treasurer's Accounting Department	290 North Main	758-5688
Inheritance	Treasurer's Accounting Department	290 North Main	758-5688
Gambling License Fee	Treasurer's Accounting Department	290 North Main	758-5688
Personal Property	Treasurer's Accounting Department	290 North Main	758-5680
Real Estate	Treasurer's Accounting Department	290 North Main	758-5680
Tax Deeds:			
Land	Plat Room/Surveyor	1st floor-Courthouse	758-5510
Notices/Info	Treasurer/Surveyor	290 North Main	758-5510
Sales	Plat Room/Surveyor	1st floor-Courthouse	758-5510
Tax Monies Distributed to:			
Districts, Cities, Schools	Treasurer's Office	290 North Main	758-5688
Telephone PIN (Employees)	Human Resource Office	2nd floor-Courthouse	758-5523
Trailer Courts, Inspections of	Health Department	2nd floor-S. Campus Bldg.	751-8130
Trailer License (Auto & Mobile Home)	Motor Vehicle	290 North Main	758-5690
Transportation (Handicapped, Senior Citizen, Public)	Mountain Climber Transit	160 Kelly Road	758-5728
Trinity Lutheran Cemetery	contact Trinity Lutheran Church		257-5683
Veterans' Burial Benefit	Clerk & Recorder's Office	1st floor-Courthouse	758-5526
Voter Registration	Election Department	2nd floor-S. Campus Bldg.	758-5535
W-2's, Preparation of	Finance Department	2nd floor-Courthouse	758-2424
Water Rights	Natural Resources & Conservation	655 Timberwolf Parkway	752-2288
Women, Infants, & Children Program (WIC)	Health Department	1st floor-Earl Bennett Bldg.	751-8170
Weed Control	Weed & Parks	309 FFA Drive	758-5798
Whitefish Cemetery	contact City of Whitefish Clerk		863-2402
Woodlawn Cemetery		contact Jack VanLindem	892-5751

Workers' Compensation	Human Resources Office	2nd floor-Courthouse	758-5523
Wrecking Yards, Licensing (review for State)	Solid Waste District	4098 Highway 93 North	758-5910
Wrecking Yards, Licensing (zoning compliance)	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200
Zoning, Administration of Land Use	Planning & Zoning Office	2nd floor-S. Campus Bldg.	751-8200