

LIQUOR BUSINESS LICENSE APPLICATION

(REV. 01/01/2026)

Business Information					
Business Name	<i>Business Name provided will appear on the issued license. Include your DBA here, if applicable.</i>				
Physical Address					
City	State		Zip		
Nature of Business					
Number of FTE	<i>FTE stands for Full Time Employee Equivalent. To calculate the FTE, take the number of hours worked by ALL employees (owners, part time, full time, temporary, seasonal) during the year and divide by 2,080. Round up to the nearest WHOLE number. Fees can be found here: www.ci.missoula.mt.us/DocumentCenter/View/36561/Business-Licensing-Fees</i>				
Reason for Application					
<input type="checkbox"/> New Business	<input type="checkbox"/> Location Change	<input type="checkbox"/> Ownership Change	<input type="checkbox"/> Other		
<i>Note, breweries, wineries and distilleries do NOT require a city business license if you are ONLY serving your own product.</i> <i>Business name change or mailing address changes should email coordinators@ci.missoula.mt.us.</i>					
License Type & Fees					
Select ONE					
<input type="checkbox"/> Beer Only \$200 Fee + FTE	<input type="checkbox"/> Wine Only \$200 Fee + FTE	<input type="checkbox"/> Beer and Wine \$400 Fee + FTE	<input type="checkbox"/> All Beverage \$500 Fee + FTE	<input type="checkbox"/> Vets or Non-Profit Org \$406.25 Fee	
Location					
Select ALL THAT APPLY					
<input type="checkbox"/> Bar	<input type="checkbox"/> Off Premise				
<input type="checkbox"/> Casino	<input type="checkbox"/> On Premise				
<input type="checkbox"/> Restaurant / Food Service	<input type="checkbox"/> Sidewalk Café Endorsement				
<input type="checkbox"/> Retail (Grocery, Convenience Store, etc.)	<i>Sidewalk Café's must complete the additional Sidewalk Café Addendum Application.</i>				
Business Information					
Mailing Attention/Person					
Business Mailing Address					
City	State		Zip		
Business Phone Number			Secondary Phone (Cell)		
Email					
Business Owner					
Corporation Name (if applicable)					
Owner Name					
Owner Address					
City	State		Zip		
<i>Attach list of additional (owners) and their contact information to application.</i>					
Local Manager					
Local Manager Name					
Email	Phone				

LIQUOR BUSINESS LICENSE APPLICATION

Liquor License Agreement

I, _____ hereby make application for a Beer, Wine, Beer & Wine, or All Beverage License to conduct the business of selling beer, wine, beer & wine or all beverages at retail in the City of Missoula, Montana.

Said business to be conducted under the trade name of _____.

Previous owner (if applicable) _____.

Present owner _____.

Location _____.

I hereby further certify that this application is made by me as an agent or principal. I hereby further certify that this application is made by me for and on behalf of (Fraternal Order or Club)

_____.

I hereby further certify this application is made by me as a partner of the partnership composed of _____.

I hereby further certify this application made by me as one of the principals in the corporation of _____.

I reside at _____ and have been a resident and a citizen of the State of _____ for _____ years.

That during the past year _____ has been the owner and holder of State Liquor License Number _____,

and the State Liquor Control Board has acquiesced to the transfer of said license and is now in our name.

I have applied for Liquor License Number _____ and the State Liquor Control Board has acquiesced said license and is now in our name.

I further agree to abide by all City Ordinances and Laws of the State of Montana; otherwise my license may be revoked.

Signature: _____

Date: _____

Acknowledgement

- I am aware that the license fee is NOT prorated and **expires on January 31** each year, regardless of the issue date.
- I acknowledge that the information I have provided is current and true.
- I agree to abide by all City Ordinances and Laws of the State of Montana; otherwise my license may be revoked.
- All commercial location applicants must include a Waste Water Survey form; I have attached this if applicable.
<https://www.ci.missoula.mt.us/DocumentCenter/View/49506/Wastewater-Classification-Survey>
- I am aware that additional permits may be required for building construction, electrical, mechanical, or plumbing changes and new or relocated signs.

Signature _____

Date _____

How to Submit Your License Application

Submit your application by emailing
coordinators@ci.missoula.mt.us.

All applications are processed in the order they are received.

City of Missoula
Attn: CPDI - Business Licensing
435 Ryman St
Missoula, MT 59802

Pay for Your License

Most applicants pay **online** with a Visa or MasterCard. You will be contacted to make payment during the application intake process, letting you know when you can login to make payment. After you have submitted your application, visit ci.missoula.mt.us/3300/Portal to create a login.

Pay with **check**. Make check out to City of Missoula. Please contact coordinators@ci.missoula.mt.us to confirm your fees before mailing or dropping off a check with your application.

Note: Licenses do not enter departmental review until payment is received.