

Business Information					
Business Name		<i>Business Name provided will be what appears on the issued license. This should be the legal owner name or building space name.</i>			
Physical Address of Building		<i>Rental Licenses should be applied for PER parcel. If there is more than one address per parcel, please include ALL addresses here.</i>			
Reason for Application					
<input type="checkbox"/> New <input type="checkbox"/> Adding SQFT <input type="checkbox"/> Ownership Change <input type="checkbox"/> Other _____					
<i>Business name change or mailing address changes should email <a href="mailto:coordinators@ci.missoula.mt.us">coordinators@ci.missoula.mt.us</a>.</i>					
License Type & Fees					
<b>Number Of Tenants:</b> _____ <b>Retail/Office Space:</b> _____ <b>sqft</b> <b>Wholesale/ Warehouse Space:</b> _____ <b>sqft</b>					
<i>Fees are based on square footage and can be found here: <a href="https://www.ci.missoula.mt.us/DocumentCenter/View/36561/Business-Licensing-Fees">https://www.ci.missoula.mt.us/DocumentCenter/View/36561/Business-Licensing-Fees</a>            Staff will calculate the fees based on the square footage you provide. We highly recommend that you obtain the calculated fee total prior to writing a check for payment. You can also pay by credit card once we receive and intake your 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			

Acknowledgement	
<input type="checkbox"/> I am aware that the license fee is NOT prorated and <b>expires on April 30</b> each year, regardless of the issue date.	
<input type="checkbox"/> I acknowledge that the information I have provided is current and true; including valid address and suite numbers.	

- ☐ I agree to abide by all City Ordinances and Laws of the State of Montana; otherwise my license may be revoked.
- ☐ I am aware that the license is non-transferable. A new application is required upon a change of ownership.
- ☐ 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](mailto:coordinators@ci.missoula.mt.us).

*All applications are processed in the order they are received.*

You can also mail or drop off your application at:

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](https://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](mailto: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.