

City of Helena

Accounting Division
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Office Use Only – Room 445

Zoning: AP	___	DENIED	___
Land Use :	P	NP	CUP
Date/Initial	_____		
Change in Use:	YES	___	NO
Bldg Div:	AP	___	DENIED
Date/Initial	_____		

GENERAL BUSINESS LICENSE APPLICATION

License is valid for one year – January 1st through December 31st

City Ordinance requires that all business operating within the Helena City limits to obtain a business license.

Check the following that pertain to your business:

- ___ New Business
- ___ Renewal
- ___ Change of Address/Ownership (no fee)
- ___ Name Change (no fee)

FEE SCHEDULE (PRO-RATED TO ½ AFTER JULY 1ST)

___ Home Based* w/no employees	\$ 10.00
___ 0-4 FTEs** (Full-Time Employees)	\$ 25.00
___ 5-10 FTEs	\$ 50.00
___ 11-20 FTEs	\$100.00
___ 21-40 FTEs	\$200.00
___ 40 or more FTEs	\$400.00

(old name)

Please complete the following information:

Business Name _____

Location Address _____

City, State, Zip _____

Mailing Address _____

City, State, Zip _____

Business Phone _____

Owner/Manager _____ Phone _____ ___ Owner ___ Manager

Specify Business Activity _____

Is your business located INSIDE or OUTSIDE of the City Limits? _____

*This license fee is only for self-employed persons with no employees and operating a business from the person's residence.

**The number of full-time equivalent employees (FTEs) is determined by dividing the total number of hours worked by all employees of the business for the previous calendar year by 2080. (For businesses located outside Helena city limits the fee is based only on the FTE's working in Helena.)

I hereby certify that this business being licensed is not a trade, occupation, pursuit, profession or entertainment prohibited by any law of the United States or this state, or by any provision of this code, including the sale of medical marijuana.

Signature _____

Title _____

Date _____

HOME OCCUPATIONS

Business Name: _____

Street Address: _____ Phone: _____

Mailing Address: _____

INTENT: The City of Helena's adopted 1981 Comprehensive Master Plan recognizes the benefits to the community of allowing "home occupations" within residential neighborhoods, subject to specified limitations, which render such occupations compatible with residential uses. The City hereby intends to further such purposes of said Comprehensive Master Plan and to promote the public health, welfare, and safety by means of this Chapter.

LOCATION: Home occupations are permitted use in all districts and zones established by or described in this Title.

DEVELOPMENT STANDARDS: In addition to all other applicable provisions of the Title, home occupations shall also be subject to the following:

- A. Entrance to the space used for the home occupation shall be from within the residence or accessory buildings except when otherwise required by law or other applicable ordinance of the City.
- B. No materials, equipment or articles shall be used, nor shall any activity be conducted, which will be detrimental to the residential use of the residence in which a home occupation is conducted or to surrounding residences, because of noise, vibrations, smoke, dust, odor, interference with radio or television reception, interference with parking at or in front of surrounding residences, or because of any factor which might be reasonably expected to endanger life, health, physical safety or property.
- C. A home occupation including all necessary storage space utilized in conjunction with it, shall not occupy more than forty nine percent (49%) of the total habitable floor area of the residence plus one hundred percent (100%) of accessory buildings located on the premises.
- D. Only those persons who reside in the residence shall be engaged in any home occupation located in that residence or accessory buildings on the premises.
- E. Materials, merchandise, commodities or products shall not be delivered to, or transported from, the residence or accessory buildings in such bulk or quantity as to require delivery or transportation by a commercial motor carrier other than the United States Postal Service, United Parcel Service, or similar carrier. The parking of customer's automobiles shall not occur in a manner or frequency causing disturbance or inconvenience to nearby residents, or so as to necessitate a parking lot for such customers. Any delivery, transportation, parking, or related activity, in any manner contrary to the foregoing, shall be prima facie evidence that the use is a primary business and not a home occupation.
- F. Parking shall be provided for each residence use for a home occupation consistent with the applicable residential provisions of Chapter 22 of this Title. (Two on-site paved parking spaces)
- G. There shall be no window display of materials, merchandise, commodities, or products, nor shall samples of same be displayed outside the residence in regard to any home occupation conducted there.
- H. Any signs placed upon the premises where a home occupation is conducted shall comply with the provisions of Chapter 23 of this Title. (One wall sign, unlighted, not to exceed 2 square feet)

PERMIT: Any home occupation shall comply with business license requirements for the City of Helena.

I, as owner of the above named business hereby certify that my operation on the listed property complies with the above standards. I further certify that my operation complies with any covenants applicable to the property and that if I am not the property owner of record (as in the case of a rental property) that I am conducting the business with the full knowledge and concurrence of the of the owner.

SIGNATURE _____ DATE: _____

(Print Form, Sign, Submit with General Business License Application and Payment)