



City of Helena

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316 N Park Avenue, Room 150
Helena, MT 59623
Phone (406) 447-8450 Fax (406) 447-8377
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City of Helena

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.

Please complete the required information below, mark the applicable license fee, and return this form with the applicable fee to the address shown above.

Please check one of the following boxes with an X:

<input type="checkbox"/> New Business	
<input type="checkbox"/> Renewal-Current License #	
<input type="checkbox"/> Transient Merchant	
<input type="checkbox"/> Change	___Address ___Owner
<input type="checkbox"/> Name Change (old name here)	

THIS BOX FOR PLANNING DEPT USE
Room 404

Please complete the following information:

Business Name _____

Location Address _____

City, State, Zip _____

Mailing Address _____

City, State, Zip _____

Business Phone _____

Owner/Manager _____ Owner Manager

Contact Phone _____

Nature of Business _____

Is your business incorporated? (Y/N) _____

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

FEE SCHEDULE FEES ARE PRO-RATED TO 1/2 AFTER JULY 1ST

Please check one of the following boxes with an X:

TYPE OF BUSINESS	FEE	
Home Based*	\$10.00	
1-4 Full Time Equivalents**	\$25.00	
5-10 Full Time Equivalents	\$50.00	

TYPE OF BUSINESS	FEE	
11-20 Full Time Equivalents	\$100.00	
21-40 Full Time Equivalents	\$200.00	
41 or More Full Time Equivalents	\$400.00	

*This license fee is only for self-employed person with no employees and operating a business from the person's residence. Applications for a home based business will be reviewed by the City Planning dept. to ensure compliance with City zoning ordinances.

**The number of full-time equivalent (FTE) employees is determined by dividing the total number of hours worked by all employees of the business for the previous calendar year by 2080. The resulting quotient, rounded up to the next whole number, is the number of full-time equivalent employees. (For businesses located outside Helena city limits the fee is based only on 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 _____ (Print, Sign, and Submit with Payment)

Title _____ Date _____

**CITY OF HELENA, MT
TRANSIENT RETAIL MERCHANT
APPLICATION
(30 Day License, Must Reapply to Renew)**

NAME OF APPLICANT _____

PERMANENT RESIDENCE ADDRESS _____

CONTACT PHONE NUMBER _____

LOCAL HEADQUARTERS ADDRESS _____

AND PHONE NUMBER _____

TIME ARRIVED IN CITY _____

CITY/COUNTY LAST LICENSED RECEIVED _____

ACTING AS PRINCIPAL ____ AGENT ____ EMPLOYEE ____

IF EMPLOYEE:

NAME OF EMPLOYER _____

ADDRESS OF EMPLOYER _____

IF AGENT:

PRINCIPAL'S ACKNOWLEDGMENT OF SUCH AGENCY MUST ACCOMPANY APPLICATION

BRIEF DESCRIPTIVE LIST OF ARTICLES TO BE SOLD OR SERVICES TO BE PERFORMED:

PAYMENTS OR DEPOSITS COLLECTED WHEN:

ORDERS ARE TAKEN ____ (Y/N) IN ADVANCE OF DELIVERY ____ (Y/N)

NUMBER OF WEEKS LICENSE IS REQUESTED _____

NUMBER OF PERSONS ENGAGED IN THE BUSINESS _____

SIGNATURE OF APPLICANT

DATE

SURETY BOND ISSUER: _____

TRANSIENT MERCHANT

4-12-5: BOND REQUIREMENT; RECOURSE AGAINST BOND:

Every transient retail merchant who filed the application required in section [4-12-4](#) of this chapter shall, upon filing and approval of the bond provided for in this section and paying the license fee required by section [4-12-3](#) of this chapter, receive from the director of finance a license permitting the conduct of such business for a period of thirty (30) days. Such bond shall be a surety bond in the penal sum of one thousand dollars (\$1,000.00) to the director of finance, executed by a surety company licensed to do business in this state or by two (2) responsible freeholders residing in the county, whose names appear upon the assessment roll of the county (or in lieu thereof a cash bond of equal amount). The bond is to be approved by the director of finance conditioned upon the delivery of goods ordered or sold in accordance with the terms of such order or sale. Said bond shall also be conditioned upon the merchant's faithful performance of the requirements of this chapter. Any person aggrieved by any action or misrepresentation of any such transient retail merchant shall have a right of action on the bond for the recovery of his money advanced or damage, and costs. Such bonds shall remain in full force and effect for a period of six (6) months after the expiration of the thirty (30) day period. (Ord. 2281, 12-13-1982)