



City of Helena

CITY OF HELENA
Business Licensing Division
316 N Park Avenue, Room 150
Helena, Montana 59623
Phone: (406) 447-8450 Fax: (406) 447-8377
citywater@helenamt.gov

GENERAL BUSINESS LICENSE APPLICATION

City ordinance 4-1-2 requires that all commercial enterprises operating within the Helena City limits to obtain a business license. If a commercial enterprise has multiple locations, City ordinance 4-1-2A requires each individual location to be licensed separately.

PLEASE PRINT CLEARLY:

Business Name: _____

Location Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Owner Name: _____ Phone: _____

Email: _____

Applicant Name (if other than owner): _____ Phone: _____

Co-Owner Manager Legal Representative Other

Email: _____

Business Activity: _____

PLEASE BE AS SPECIFIC AS POSSIBLE AS TO THE TYPE OF BUSINESS CONDUCTED

- This business is located inside outside the Helena City limits.
- This business is considered a Home Occupation. (Please fill out Home Occupation Form)
- This business provides/sells Alcoholic Beverages under the State of Montana License number _____.
- This business has six (6) or more gaming machines.
- This business provides Pawnbroker services under Federal ID Number _____.
- This business provides/sells Tobacco or tobacco products.
- This business is a Medical Marijuana Dispensary under State of Montana License # _____.
- This business is a Medical Marijuana Grow operation under State of Montana License # _____.

This business is a Mobile vendor. Vehicle description: _____.

FEE SCHEDULE*

<input type="checkbox"/>	Home Based** with no employees	\$10.00		<input type="checkbox"/>	11-20 FTEs	\$100.00
<input type="checkbox"/>	1-4 FTEs ***	\$25.00		<input type="checkbox"/>	21-40 FTEs	\$200.00
<input type="checkbox"/>	5-10 FTEs	\$50.00		<input type="checkbox"/>	41 or more FTEs	\$400.00

*Fee is pro-rated to 50% after July 1st for new business applications.

** 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 within Helena City Limits.)**

I certify that this business being licensed is not a trade, occupation, pursuit, profession or entertainment prohibited by any law of the United States or the State of Montana, or by any provision of City of Helena code except that medical marijuana dispensaries and medical marijuana grow operations are permitted.

I acknowledge that it is the responsibility of the licensee to notify the City of Helena within thirty (30) days if any of the information contained within the licensee's application has changed. Failure to do so may result in penalties and interest on license renewals and/or suspension or revocation of the license as provided for in City Code 4-1-3.

I hereby certify that I am the legal owner or legal representative of the above named business.

Applicant Signature: _____

Date: _____



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HOME OCCUPATIONS WITHIN CITY LIMITS

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 owner.

SIGNATURE _____ DATE: _____