

Anaconda-Deer Lodge County  
**Application for Business License**

Courthouse - 800 South Main  
Anaconda, MT 59711

Date of Application \_\_\_\_\_ Date to Process (Administration) \_\_\_\_\_

**Part I.**

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Name of Owner/Manager \_\_\_\_\_

Owner/Manager Address \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security No./Federal Identification No. \_\_\_\_\_

Birth Date (may be required for background checks) \_\_\_\_\_

If this is a contracting business, provide State Registration No. \_\_\_\_\_

**Part II.**

If this is a branch office or representative of a firm located somewhere other than within Anaconda-Deer Lodge County, please complete: or N/A

Firm Name \_\_\_\_\_

Home Office \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_

**Part III.**

Is the business location:  permanent  temporary

If temporary, please explain: \_\_\_\_\_

**Part IV.**

**Description of Business:** Please indicate supplies, material, equipment, vehicles, etc. used.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part V.**

**Home Occupation:** Yes  No

If this business is being conducted within a home, or the business is located in a residential district as defined in the Anaconda-Deer Lodge County Development Permit System, an Application for a Home Occupation form (**Attachment "A"**) **must also be completed**. This application is made subject to all the terms and conditions of Ordinance No. 120 of Anaconda-Deer Lodge County, which are hereby agreed to. This license is not transferable.

Do you plan on renewing your license each year in January? Yes  No

**Signature of Applicant X** \_\_\_\_\_

**This side for County Use Only:**

Has the applicant met all other requirements; i.e., zoning, etc. Yes   No

\_\_\_\_\_  
Planning Director Date

\_\_\_\_\_  
Fire Chief Code Compliance: Yes  No  Date

\_\_\_\_\_  
Building Inspector Building Approved: Yes  No  Date

\_\_\_\_\_  
Sanitarian (if food, beverage, or lodging related business) Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive, Anaconda-Deer Lodge County

**Fee Schedule**

<b>PSC Regulated Utilities</b>	<b>\$500.00</b>
<b>Heavy Construction/Industry</b>	<b>\$200.00</b>
<b>Finance</b>	<b>\$200.00</b>
<b>Supermarkets &amp; Convenience Stores</b>	<b>\$100.00</b>
<b>All Other Businesses</b>	<b>\$ 50.00</b>

**\* Fee is 1/2 if after July 1 \***

**Attachment "A"**

**Application for a Home Occupation  
This is a supplement to Business Application  
Anaconda-Deer Lodge County**

Date of Application \_\_\_\_\_

The Anaconda-Deer Lodge County Development Permit System (DPS) allows the operation of businesses from residences only after a review by the DPS Administrator to determine if the proposal satisfies the regulations established in the DPS. In order to evaluate the proposal, the applicant must answer the following questions concerning the nature of the home occupation. The application shall include, but not be limited to the following information.

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Name of the business owner/manager \_\_\_\_\_

Owner of the property at the business address (see #8) \_\_\_\_\_

Type of Building (Frame, Brick, etc.) \_\_\_\_\_

Kind of Building (House, Garage, etc.) \_\_\_\_\_

Type of Business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. Will structural alterations occur at the residence to accommodate the home occupation? \_\_\_\_\_
2. Number of square feet of floor area of the residence utilized for the home occupation? \_\_\_\_\_
3. Total number of square feet of floor area of the residence finished for living purposes \_\_\_\_\_
4. Number of persons engaged in home occupation \_\_\_\_\_
5. Type of equipment utilized at the residence \_\_\_\_\_
6. If this is a contracting business, provide State Registration No. \_\_\_\_\_
7. Will there be customers coming to the place of business? Yes \_\_\_ No \_\_\_  
If yes, a parking plan must be submitted with the application. A hand drawn sketch will be sufficient.
8. The applicant is fully aware of and agrees to comply with the following regulations governing home occupations: (over...signature needed on back)
  - a. A home occupation may be located within a dwelling or an accessory building, but no home occupation shall occupy a floor area larger than that of the dwelling to which it is accessory.
  - b. No home occupation shall have more than one employee who is not a member of the resident family.
  - c. Home occupations shall provide off-street parking for all employees and any vehicles associated with the home occupation in compliance with Appendix D.

- d. **The storage of any equipment, materials, or solid waste associated with a home occupation shall be within an enclosed structure.**
- e. Home occupations shall display only the following signs: one non-illuminated wall sign of no more than six square feet, and/or one non-illuminated on-site directional sign of no more than four square feet.

Signature of Applicant: \_\_\_\_\_

9. If the applicant does not own the structure or property, a statement from the owner must accompany the application stating that he is fully aware of the nature of the proposed occupation and whether or not he has any objections to the proposal.

**Renter Statement:** Please complete if your business is located in a rental property.

I (Name of property owner) \_\_\_\_\_, understand that (Name of business owner) \_\_\_\_\_ has applied for a business license to be located on my property at address \_\_\_\_\_. I also understand that the above mentioned property is subject to all state and county laws, rules, regulations and ordinances, including, but not limited to a county fire, sanitation, building and road inspection depending on the type of home business.

Signature of property owner: \_\_\_\_\_ Date \_\_\_\_\_

This application is made subject to all the terms and conditions of Ordinance No. 120 of Anaconda-Deer Lodge County, which are hereby agreed to. **This license is not transferable.**

**For County Use Only:**

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parking Plan is adequate:    Yes     No     N/A

P.S. Administrator \_\_\_\_\_ Date \_\_\_\_\_

# ANACONDA-DEER LODGE COUNTY BUSINESS LICENSE INFORMATION

- In order for a business to operate – a business license must be issued from Anaconda-Deer Lodge County.
- Each business license application may have up to a two week waiting period.
- No business shall operate prior to having a business license in hand.
- In order to receive a business license – all required inspections, when necessary, must be conducted and each inspector must deem the business in compliance with all applicable codes etc.
- A sign application must be submitted with any proposed signage (existing or newly constructed) in regards to the new business.
- A change of ownership does constitute the need for a new business license.
- If the proposed business is not ready for inspection at the time of application submittal, it is the owner's responsibility to contact Anaconda-Deer Lodge County when an inspection is needed.
- Once a business is no longer operating, the business license must be deactivated in order to avoid late fees and penalties. Please call the Treasurer's Office to deactivate a business license at 563-4050.

I hereby have read and understand all information presented above: If receiving application via mail, it is understood that you have read and understand all statement above and have contacted the Anaconda-Deer Lodge Planning Department with any questions or concerns at (406) 563-4010.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_