



ANACONDA-DEER LODGE COUNTY
PLANNING DEPARTMENT
800 MAIN, ANACONDA, MT 59711
BUSINESS LICENSE APPLICATION
(Please Fill Out Entire Application)
BUSINESS LICENSES ARE NON-TRANSFERABLE

****PLEASE NOTE IF YOU WILL BE INSTALLING ANY SORT OF SIGNAGE, YOU
MUST OBTAIN AN ADLC SIGN PERMIT****

Date: _____

Received By: _____

PART 1

Name of Business: _____

Doing Business As (DBA): _____

Name of Owner/Manager: _____

Business **Physical** Address: _____

Business **Mailing** Address: _____

City, State, Zip: _____

Phone/Mobile #: _____ E-Mail: _____

PART 2

Is this a branch office or representative of any firm located somewhere other than within Anaconda-Deer Lodge County? ☐ Yes ☐ No If yes, please fill out below questions,

Firm Name: _____

Home Office Address: _____

City, State, Zip: _____

Phone/Mobile #: _____

PART 3

Is this location permanent? ☐ Yes ☐ No If no, please explain: _____

PART 4

Please provide the following:

Last 5 digits of your Federal Tax Identification Number? _____
and/or

Last 4 digits of your Social Security Number? _____

Is your business name registered with the Secretary of State? ☐ Yes ☐ No

If this is a contracting business, please provide State Registration Number (39-9-201, MCA):



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PART 5

Description of Business (please indicate supplies, materials, equipment, vehicles, etc. used and stored on the premises): _____

PART 6

Home Occupation

If this business is being conducted within a home, with customers/clients coming to or from the home, or the business is 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.

If you feel that the business you are licensing 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. The application is made subject to all the terms and conditions of ADLC Code of Ordinances, Chapter 4, Division 1, of Anaconda-Deer Lodge County, which is hereby agreed to.

Is this a home occupation? ☐ Yes ☐ No

PART 7

Do you plan to renew your business license on a yearly basis? ☐ Yes ☐ No

If business license is only temporary and you are not anticipating work within the county any longer, please deactivate your business license or you will be sent a renewal at the beginning of the following year, which will then accrue interest after January 31st of the following year.

X

Applicant Signature

Date



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ANACONDA-DEER LODGE COUNTY BUSINESS LICENSE INFORMATION

- For a business to operate – a business license must be issued from Anaconda-Deer Lodge County. Applicants also must be registered with the Montana Secretary of State. The County will also require the last 5 digits of the applicant's Federal Tax ID Number and/or the last 4 digits of their Social Security Number dependent on the business structure and organization.
- If you are installing any sort of signage, you must obtain an ADLC sign permit. Please contact the ADLC Planning Department for this at 406-563-4010,
- 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.
- 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.
- 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 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 statements above and have contacted the Anaconda-Deer Lodge Planning Department with any questions or concerns at (406) 563-4010.

X

Applicant Signature

Date



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ADMINISTRATIVE USE ONLY

FEE SCHEDULE

PSC Regulated Utilities	\$500.00
Heavy Construction/Industry	\$200.00
Finance	\$200.00
Supermarkets and Convenience Stores	\$100.00
All Other Businesses	\$ 50.00

***Fee is ½ price after July 1st*

Fee Paid: _____ Receipt/Check #: _____ By: _____

SIGNATURES REQUIRED

Chad Lanes / Mark Syverson, Tri-County Sanitarian' Office Date Compliance: ☐ Yes ☐ No ☐ N/A

Vern Tuss, ADLC Code Enforcement Officer Date Compliance: ☐ Yes ☐ No ☐ N/A

Carl Hamming, ADLC Planning Director Date

Bill Everett, ADLC Chief Executive Officer Date