

## Applying for a Business License [09.10.24]

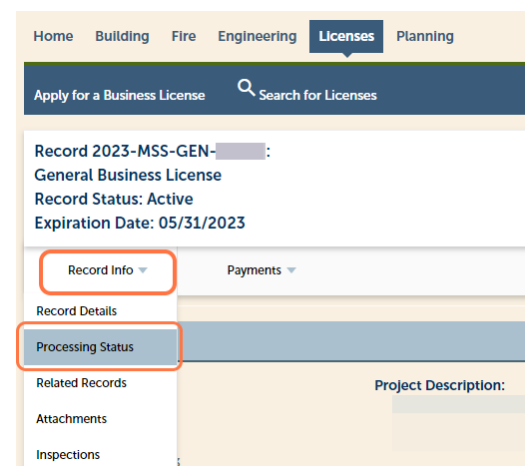
The intent of this guide is to provide a step-by-step guide for working in the Permitting and Licensing Portal to apply for your business license or registration. This is not an exhaustive guide; additional information may be required depending on your license. This workflow was created using Tango.

### Detailed Instructions start on page 2. In summary, the steps for applying include:

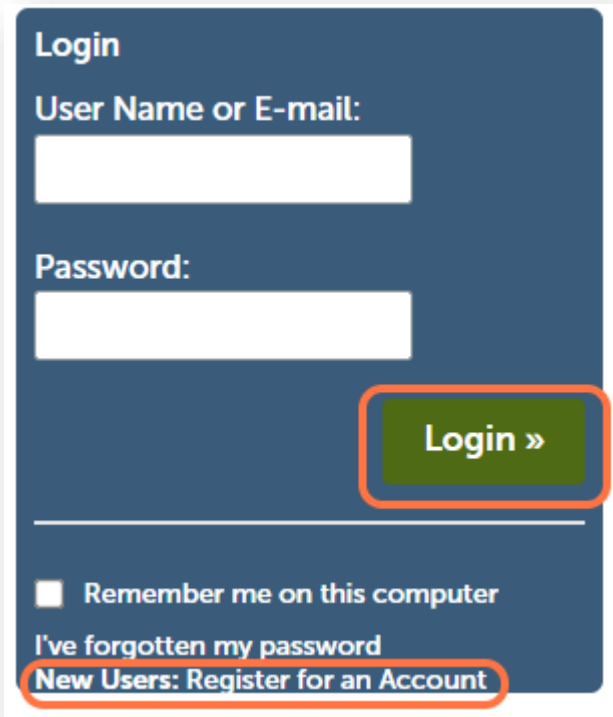
1. Please visit our [Permitting & Licensing portal](#) website and log in. If you don't already have a user registration, you will need to create one before applying.
2. Click on Licenses, then click on Apply for a Business License:



3. Walk-through the application process to provide your business and business location information.
4. Pay the Application Review Fee and submit your license for review.
5. Permit and Business Licensing Coordinators check your application for completeness and send it for review.
6. Upon approval, your license will be issued.
7. You can also track the progress of your license by using our [Citizen Access](#) website. Once you've logged in and selected your license record, you can use the Record Info drop down menu to select Processing Status:



1. [Go to Accela Citizen Access https://aca-prod.accela.com/MISSOULA/](https://aca-prod.accela.com/MISSOULA/)
2. If you do not have a login already, select New Users: Register for an Account and create an account.
3. Login with your username and password. Click on Login.



Login

User Name or E-mail:

Password:

Login »

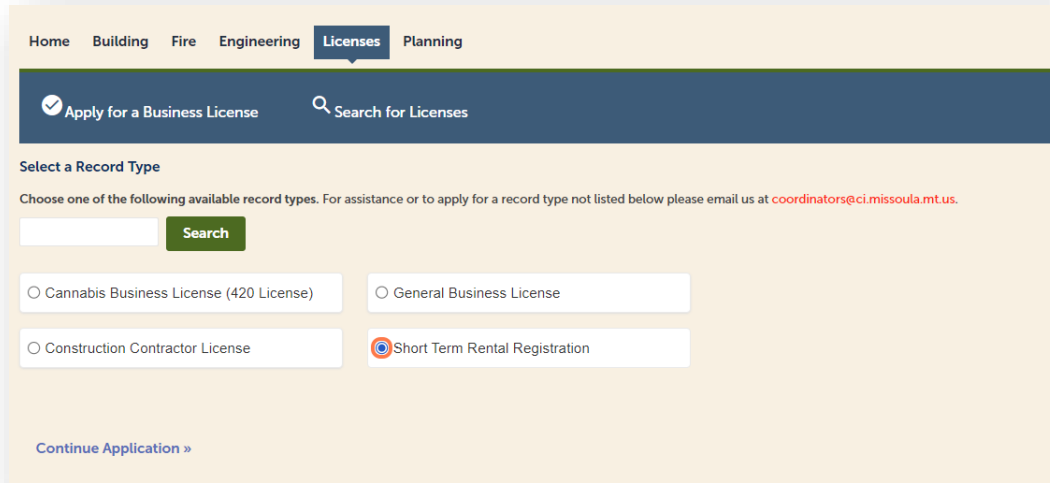
Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

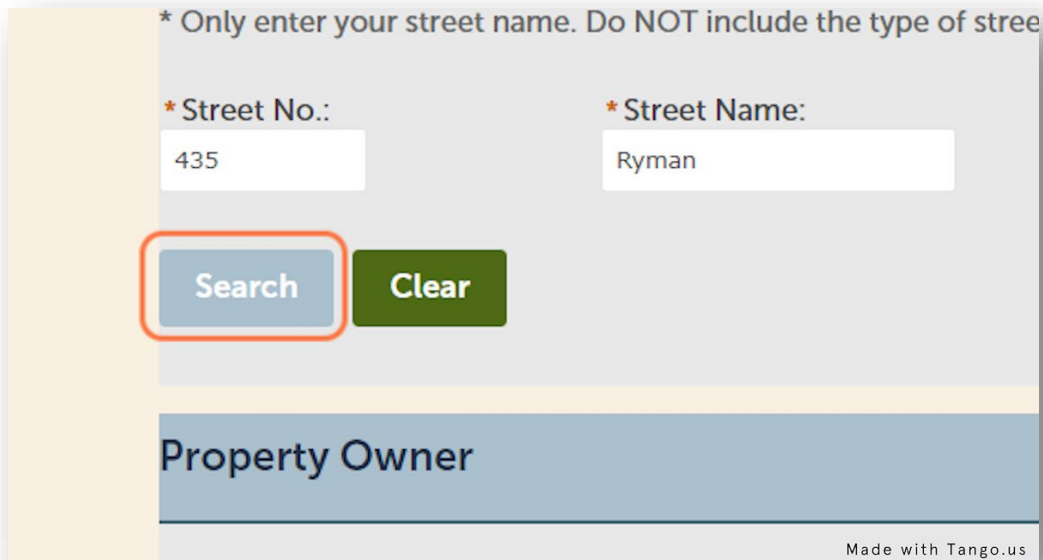
4. Click on Licenses, then Click on Apply for a Business License
5. Read and accept the terms of the portal. You must check the box and select Continue Application to proceed.

6. Select the appropriate license or registration type.



The screenshot shows a web interface for selecting a license type. At the top, there is a navigation bar with links for Home, Building, Fire, Engineering, Licenses (highlighted), and Planning. Below the navigation bar, there are two buttons: "Apply for a Business License" and "Search for Licenses". The main section is titled "Select a Record Type" and includes a note: "Choose one of the following available record types. For assistance or to apply for a record type not listed below please email us at [coordinators@ci.missoula.mt.us](mailto:coordinators@ci.missoula.mt.us)." There are four radio button options: "Cannabis Business License (420 License)", "General Business License", "Construction Contractor License", and "Short Term Rental Registration" (which is selected). A "Search" button is located above the options. At the bottom, there is a "Continue Application »" link.

7. Enter the street number and street name. For tips on entering the address, view the *help text*; such as not including the type of street.

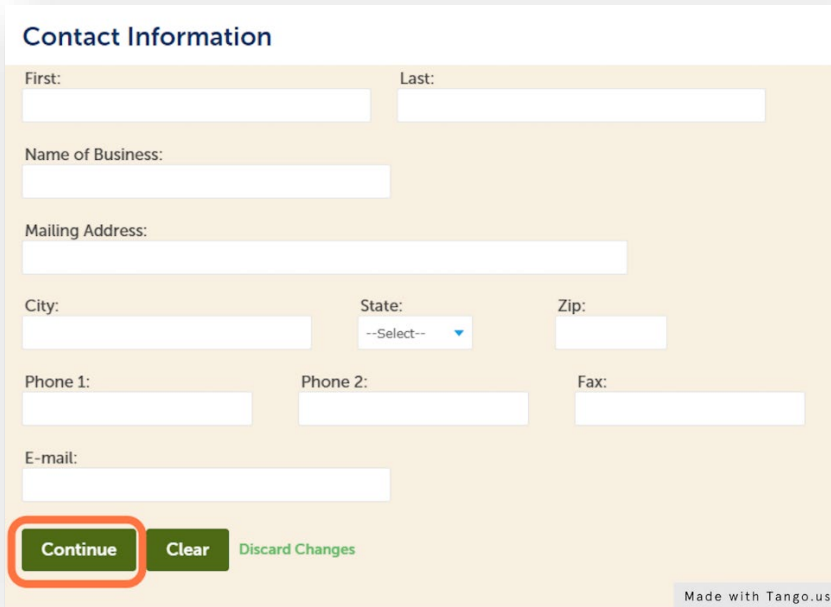


The screenshot shows a form for entering address information. At the top, there is a note: "\* Only enter your street name. Do NOT include the type of street". Below this, there are two input fields: "\* Street No.:" with the value "435" and "\* Street Name:" with the value "Ryman". Below the input fields, there are two buttons: "Search" (highlighted with a red box) and "Clear". Below the buttons, there is a section titled "Property Owner". At the bottom right, there is a small text: "Made with Tango.us".

8. The property owner should fill in after you search. You can change this if it is different! Type in the current information, if different. Then click on the 'Continue Application' button.

9. You will now specify contact types.
- Click on "Select from Account" or "Add New". Select from Account will fill in information that you provided when you registered for your login.
  - For the **Applicant** contact, you should almost always select **Add New** and enter correct and complete information for your business organization. This is where emails and invoices will be sent.
  - At least one Business Owner must be added. The second Business Owner is for additional owners.
  - The Local Manager will be who we should contact to coordinate any inspections on-site.

10. If Adding a **New Contact**, enter the information and select Continue.



**Contact Information**

First:  Last:

Name of Business:

Mailing Address:

City:  State:  Zip:

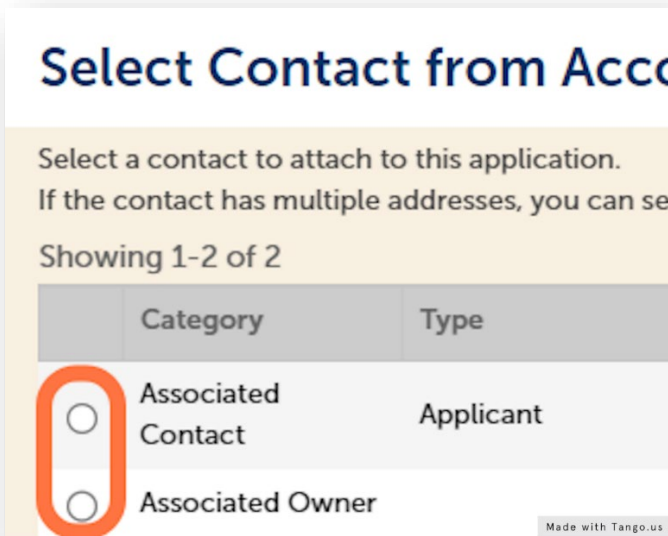
Phone 1:  Phone 2:  Fax:

E-mail:

**Continue** Clear Discard Changes

Made with Tango.us

11. If Selecting from Account, choose the contact and select continue.



**Select Contact from Account**

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select one.

Showing 1-2 of 2

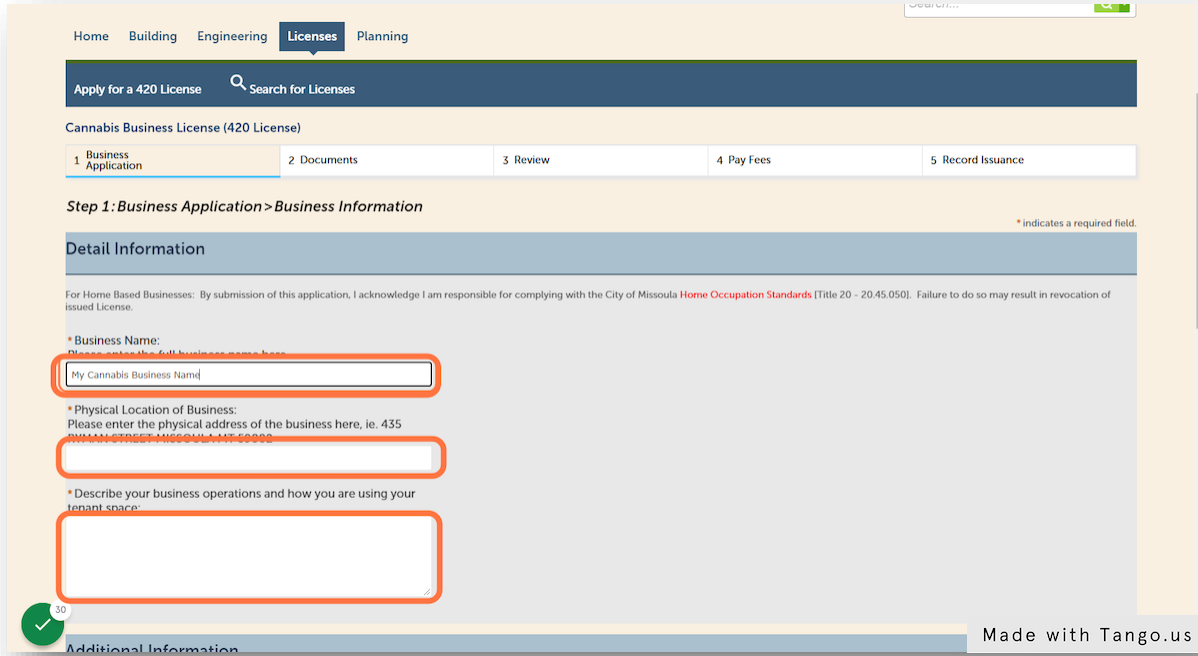
Category	Type
<input type="radio"/> Associated Contact	Applicant
<input type="radio"/> Associated Owner	

Made with Tango.us

12. Review the contact information for each contact type, and **Edit** the information as necessary.

13. Click on Continue Application

14. Complete the Detail Information for your license application
15. Fill in Business Name, Physical Location, and Description of your Operations.  
**These fields will be printed on your license.**



Home Building Engineering Licenses Planning

Apply for a 420 License Search for Licenses

Cannabis Business License (420 License)

1 Business Application	2 Documents	3 Review	4 Pay Fees	5 Record Issuance
------------------------	-------------	----------	------------	-------------------

Step 1: Business Application > Business Information

Detail Information

For Home Based Businesses: By submission of this application, I acknowledge I am responsible for complying with the City of Missoula Home Occupation Standards (Title 20 - 20.45.050). Failure to do so may result in revocation of issued License.

\* Business Name:  
Please enter the full business name here.  
My Cannabis Business Name

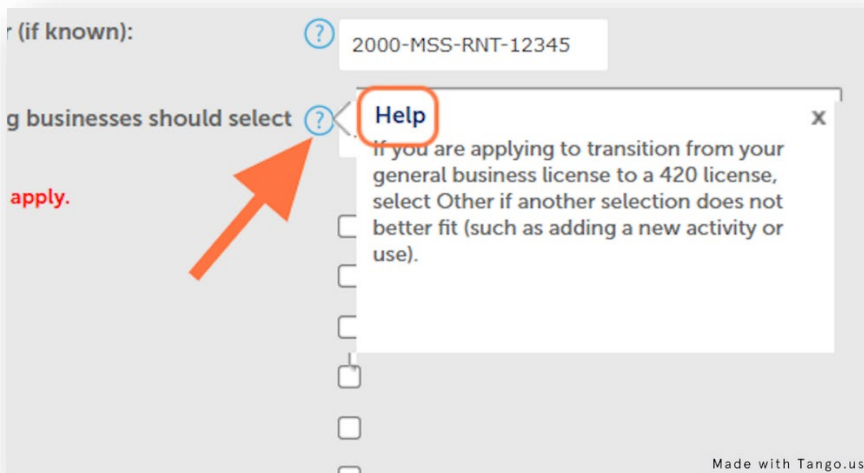
\* Physical Location of Business:  
Please enter the physical address of the business here, ie. 435  
\*\*\*\*\* MISSOULA, MT 59802

\* Describe your business operations and how you are using your tenant space:

Additional Information

Made with Tango.us

16. Fill in the Additional Information
17. Additional fields may populate based on your selections
18. Use the help buttons (as available) if you need examples or additional information
19. Complete all required fields, indicated with an \*



(if known): 2000-MSS-RNT-12345

g businesses should select

apply.

Help

If you are applying to transition from your general business license to a 420 license, select Other if another selection does not better fit (such as adding a new activity or use).

Made with Tango.us

20. Click on Continue Application

21. On the attachments page, if applicable, add the Background Check form(s) / Safety Self-Inspection checklist. All documents that may need to be attached to your license are available in our [Document Database](https://www.ci.missoula.mt.us/2944/Document-Database) (<https://www.ci.missoula.mt.us/2944/Document-Database>) under Applications & Forms, Business Licensing:



**Applications & Forms**

**Building**

- ADU Affidavit of Owner Occupancy and Covenant
- Commercial Plumbing Review Checklist
- Demolition Permit
- Fair Housing Acknowledgment and Certification
- Fair Housing Acknowledgment and Certification
- Hazardous Materials Inventory Statement
- International Energy Conservation Code
- Lighting Ordinance Affirmation
- Low Voltage Electrical Permit
- Moving Permit
- Owners Information Certificate (Fire)
- Residential: 3+ Dwelling Units Checklist
- Residential: One and Two Dwelling Units Checklist

**Business Licensing**

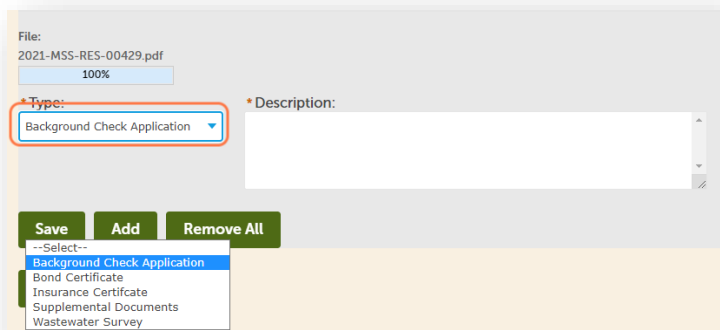
- Background Check
- Commercial Rental License Application
- Exemption Affidavit
- Home Occupation Form
- Itinerant Vendor License Application
- Liquor License Application
- Wastewater Classification Survey
- Short Term Rental - Tourist Home Neighbor Notification
- Short Term Rental Safety Self-Inspection Checklist and Acknowledgment

**Engineering**

- ADA/ Parking Lot Striping Permit
- City Utility Availability to County Property for Sewer and/or Water Single Family Residence or Duplex
- Right-of-Way Encroachment Application
- Right-of-Way Use Permit Application
- Related Utility Record Claim Form

22. Select the Files to Upload
- Select the Add (1) button.
  - Navigate to the filled in and saved PDF form on your computer (or phone).
  - Select the file and it will upload.
  - Once you have uploaded the form select the Continue (2) button.

23. Select a document type to assign to the file



File: 2021-MSS-RES-00429.pdf  
100%

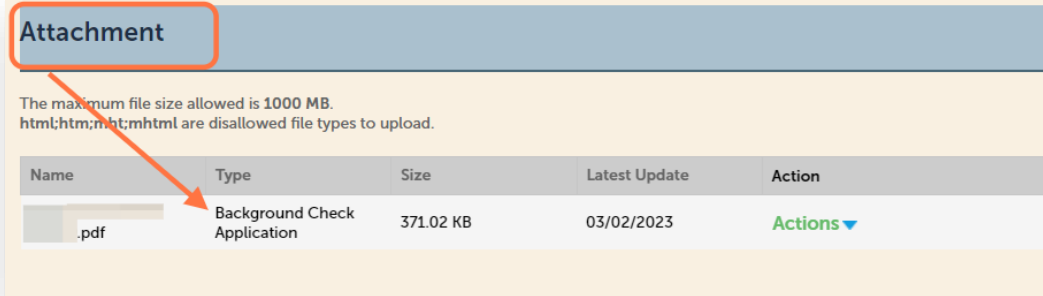
Type: Background Check Application

Description:

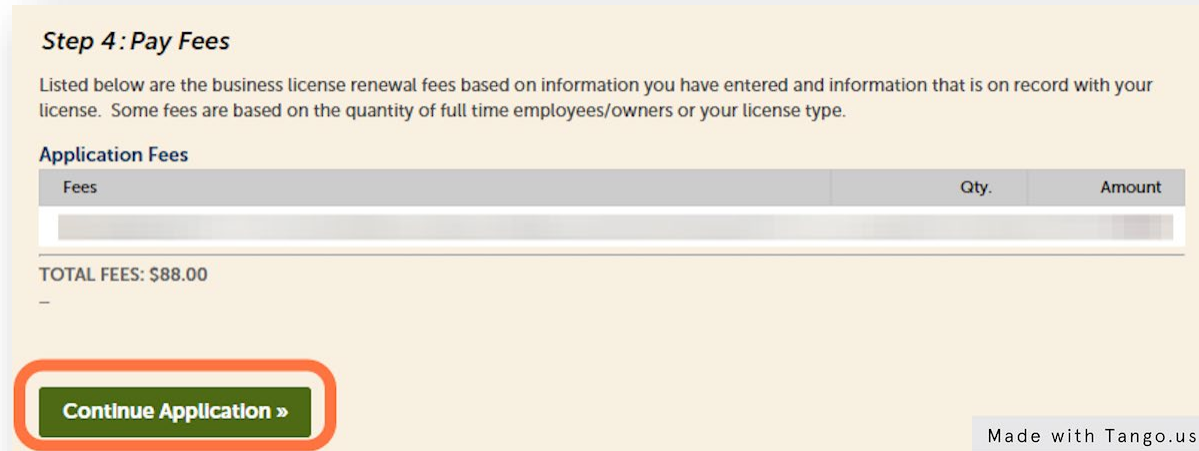
Save Add Remove All

--Select--  
Background Check Application  
Bond Certificate  
Insurance Certificate  
Supplemental Documents  
Wastewater Survey

24. Type a description of the file, such as "NAME Background Check" or "Self-Inspection"
25. Click on 'Save'
26. You should now see the pdf you uploaded listed as an attachment.



27. Click on Continue Application
28. Review Your Application Information then select the Continue Application button
29. Review the fees assessed based on the location and FTE you provided. Click Continue Application



30. Complete the Credit Card payment information then click Submit Payment.
31. A Confirmation Page that your *Application is Submitted* will appear.

