



Finding the Previous Use of Your Business Location [V08.02.23]

The intent of this guide is to provide step-by-step instructions to find the previous use of your business location, a required field of most business license applications. All permits, business, and addresses are searchable using the Permitting and Licensing Portal.

1. [Go to the Permitting and Licensing Portal at: <https://aca-prod.accela.com/missoula>](https://aca-prod.accela.com/missoula)
2. On the home screen, click on **Search for Licenses**. You do not need to be logged in to search for an address or license.

3. Enter the **Street No** and **Street Name**.

- Pro-Tip: when searching for an address, less is more!
- Do **not** enter the Direction or Street Type.
- If you are searching a numbered street, 1-9, **enter a zero before the street number**, for example "03" instead of "3rd".

General Search

This is used to find a contractor. To find all other business types, use "Search by Contact" option from the dropdown.

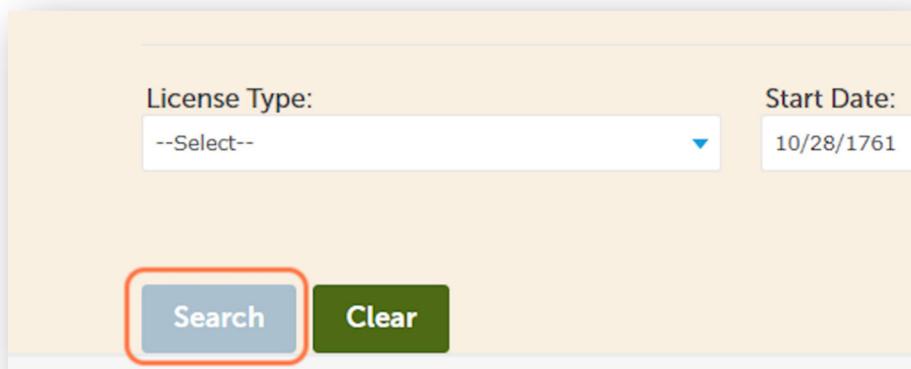
Business Name:	License Number:
Street No.: <input type="text" value="01"/> From <input type="text" value="To"/>	Direction: <input type="button" value="?"/> Street Name: <input type="text" value="enter 01 for 1st street"/> <input type="button" value="?"/> Street Type: <input type="button" value="?"/> Street Suffix: <input type="button" value="?"/> Unit No: <input type="button" value="?"/>
License Type: <input type="button" value="--Select--"/>	Start Date: <input type="text" value="10/28/1761"/> <input type="button" value="?"/> End Date: <input type="text" value="09/30/2022"/> <input type="button" value="?"/>



PERMITS AND LICENSING PORTAL

COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

4. Click on **Search**

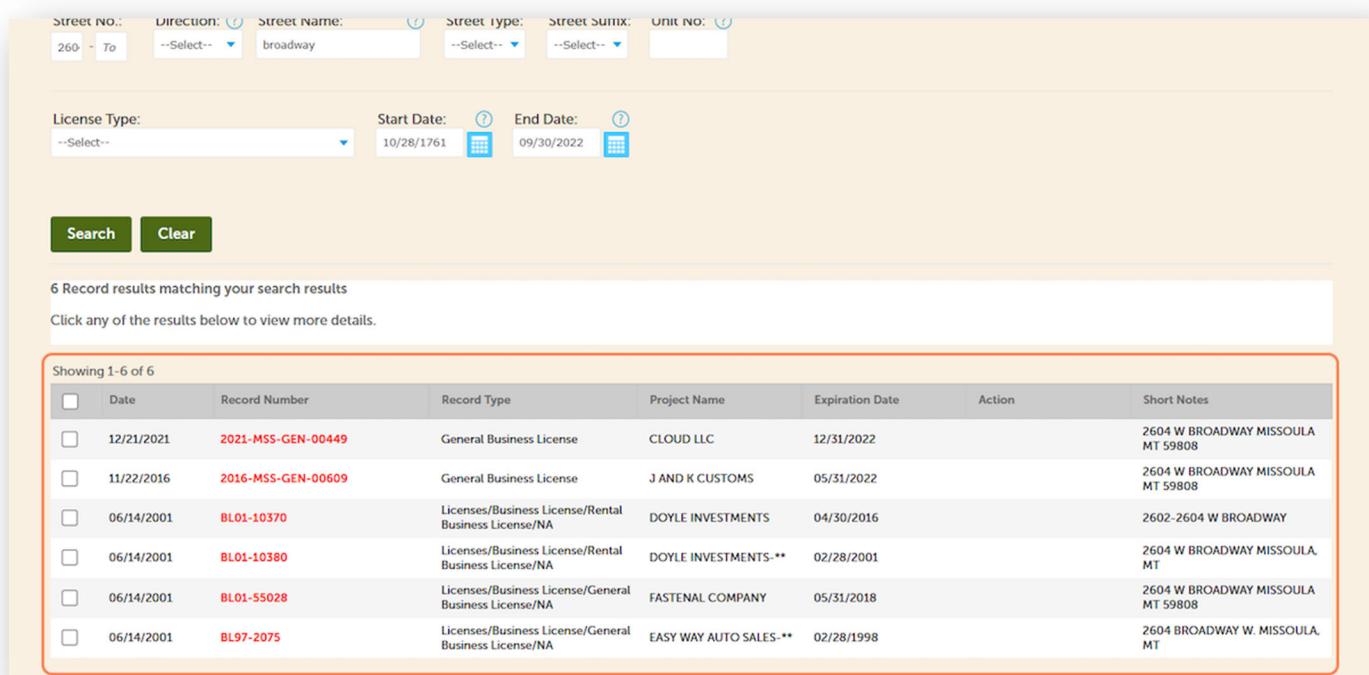


License Type:

Start Date:

Search **Clear**

5. One or more licenses will be listed.



Street NO.: 260 To:

Direction:

Street Name:

Street type:

Street Suffix:

UNIT NO:

License Type:

Start Date:

End Date:

Search **Clear**

6 Record results matching your search results

Click any of the results below to view more details.

Showing 1-6 of 6						
<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Expiration Date	Action
<input type="checkbox"/>	12/21/2021	2021-MSS-GEN-00449	General Business License	CLOUD LLC	12/31/2022	2604 W BROADWAY MISSOULA MT 59808
<input type="checkbox"/>	11/22/2016	2016-MSS-GEN-00609	General Business License	J AND K CUSTOMS	05/31/2022	2604 W BROADWAY MISSOULA MT 59808
<input type="checkbox"/>	06/14/2001	BL01-10370	Licenses/Business License/Rental Business License/NA	DOYLE INVESTMENTS	04/30/2016	2602-2604 W BROADWAY
<input type="checkbox"/>	06/14/2001	BL01-10380	Licenses/Business License/Rental Business License/NA	DOYLE INVESTMENTS-**	02/28/2001	2604 W BROADWAY MISSOULA MT
<input type="checkbox"/>	06/14/2001	BL01-55028	Licenses/Business License/General Business License/NA	FASTENAL COMPANY	05/31/2018	2604 W BROADWAY MISSOULA MT 59808
<input type="checkbox"/>	06/14/2001	BL97-2075	Licenses/Business License/General Business License/NA	EASY WAY AUTO SALES-**	02/28/1998	2604 BROADWAY W. MISSOULA, MT

6. Based on the Date column, the **Project Name** is the most recent business licensed at this location. If you are unable to locate a previous tenant or use, leave that section of the business application blank.