



## Applying for a Business License [V09.10.24]

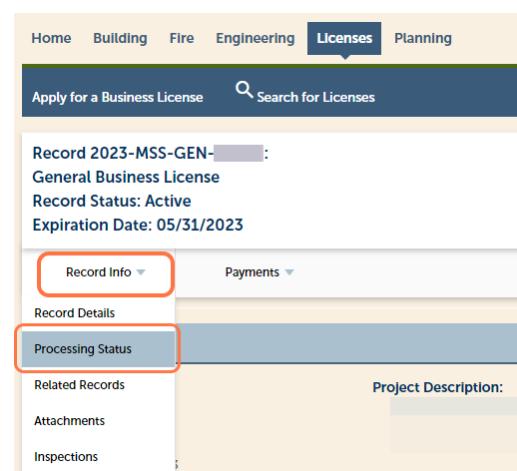
*The intent of this guide is to provide a step-by-step guide for working in the Permitting and Licensing Portal to apply for your business license or registration. This is not an exhaustive guide; additional information may be required depending on your license. This workflow was created using Tango.*

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

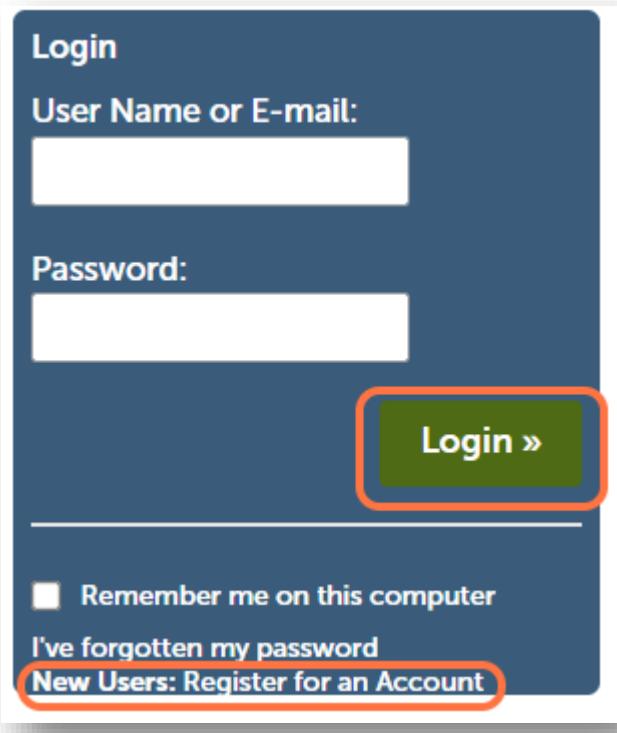
1. Please visit our [Permitting & Licensing portal](#) website and log in. If you don't already have a user registration, you will need to create one before applying.
2. Click on Licenses, then click on Apply for a Business License:



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:

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.

Home Building Fire Engineering **Licenses** Planning

Apply for a Business License  Search for Licenses

Select a Record Type

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).

Cannabis Business License (420 License)  General Business License

Construction Contractor License  Short Term Rental Registration

[Continue Application »](#)

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.

\* Only enter your street name. Do NOT include the type of street

\* Street No.: 435

\* Street Name: Ryman

**Search** **Clear**

Property Owner

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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.

**Step 1: Business Application > Applicant**

**Applicant**

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link. Click either green button.

**Select from Account** **Add New**

**Business Owner**

Primary Business Owner

**Select from Account** **Add New**

**Business Owner**

If applicable, add additional Business Owner here. If there are more than two business owners, click the Add New button.

**Select from Account** **Add New**

**Local Manager**

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

**Select from Account** **Add New**

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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**

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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 them all.

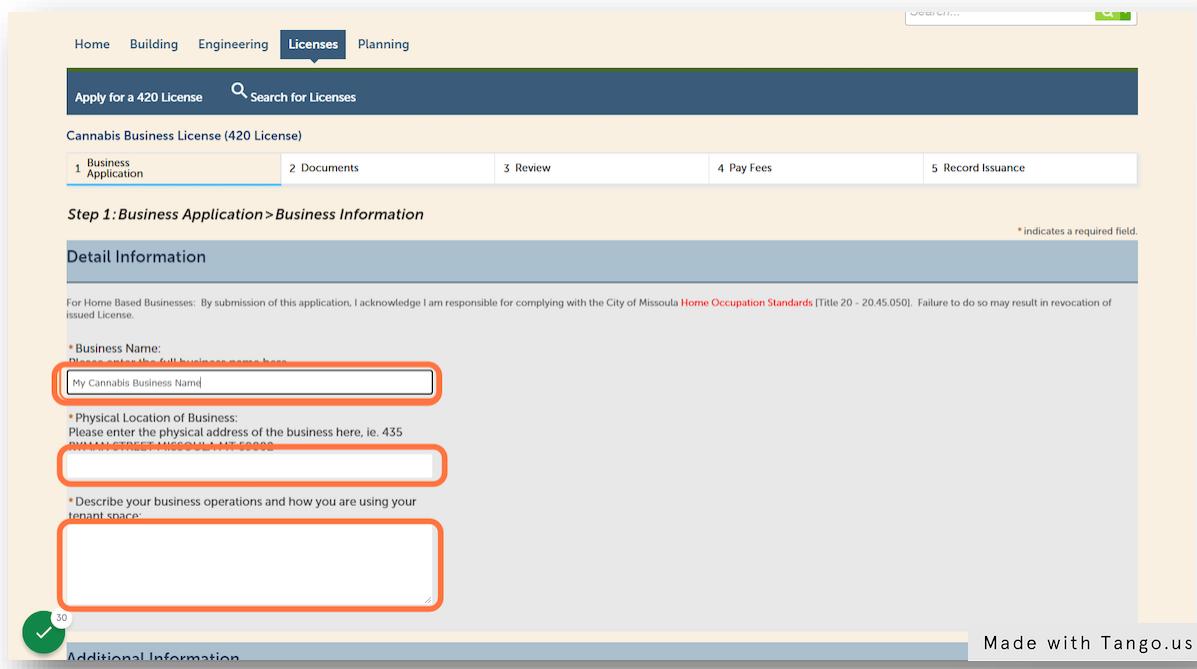
Showing 1-2 of 2

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

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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 \* indicates a required field.

**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.

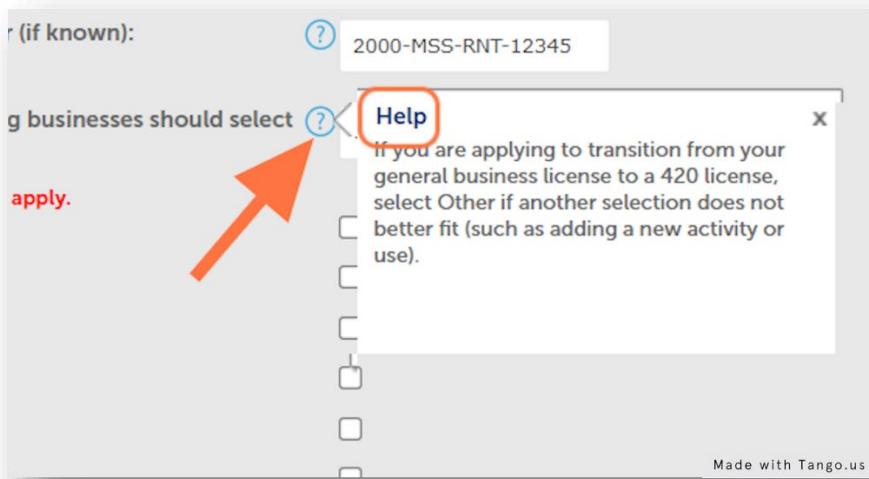
\* Business Name:  
My Cannabis Business Name

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

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

30 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 \*



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

g businesses should select  **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).

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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>) 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**

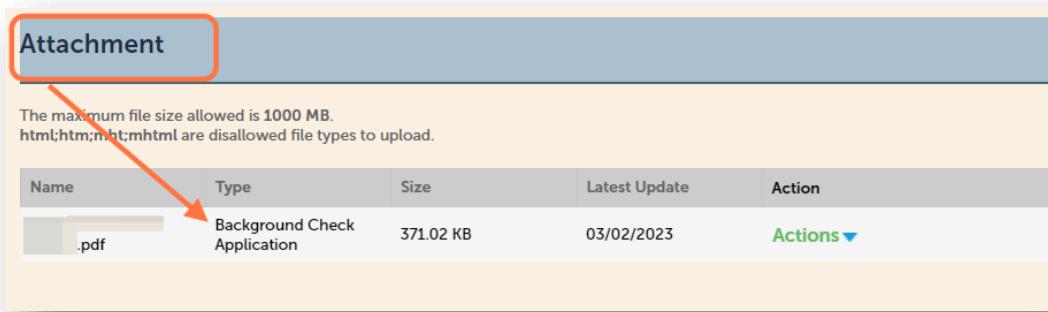
- [ADA/ Parking Lot Striping Permit](#)
- [City Utility Availability to County Property for Sewer and/or Water Single Family Residence or Duplex](#)
- [Right-of-Way Encroachment Application](#)
- [Right-of-Way Use Permit Application](#)
- [Related Utility Record Claim Form](#)

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

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.

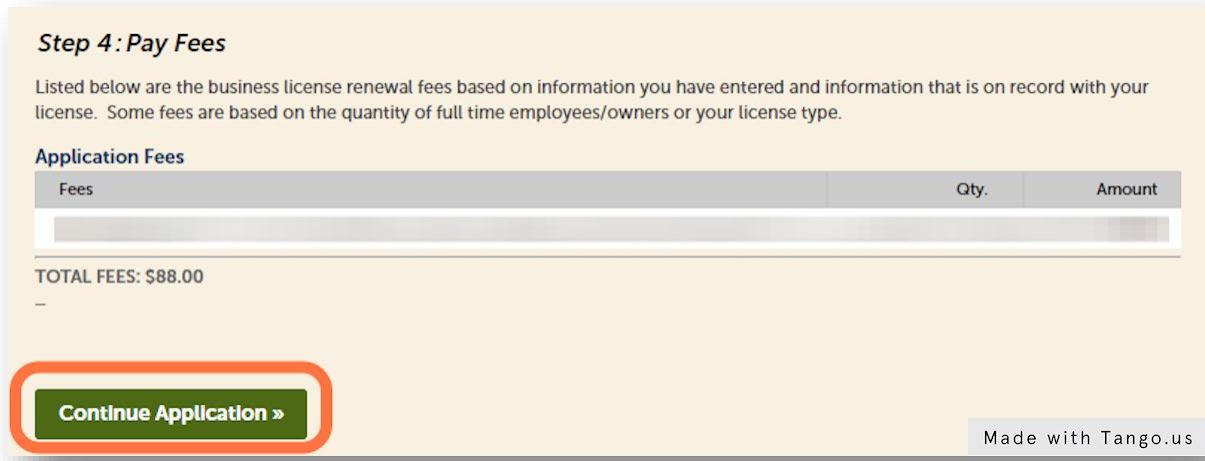


**Attachment**

The maximum file size allowed is 1000 MB.  
html;htm;nh;htm;mh;html are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
.pdf	Background Check Application	371.02 KB	03/02/2023	<a href="#">Actions ▾</a>

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



**Step 4: Pay Fees**

Listed below are the business license renewal fees based on information you have entered and information that is on record with your license. Some fees are based on the quantity of full time employees/owners or your license type.

**Application Fees**

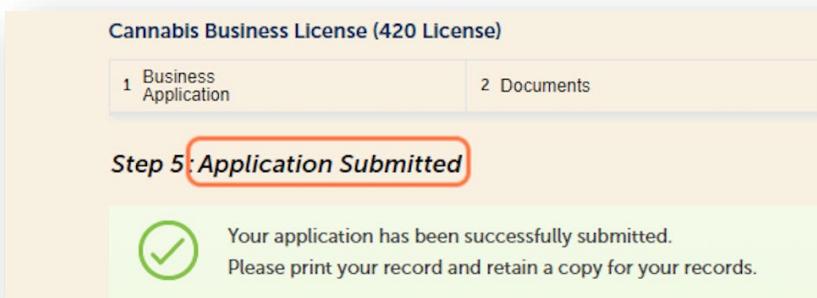
Fees	Qty.	Amount

**TOTAL FEES: \$88.00**

**Continue Application »**

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



**Cannabis Business License (420 License)**

1 Business Application	2 Documents
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**Step 5: Application Submitted**

 Your application has been successfully submitted.  
Please print your record and retain a copy for your records.