



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): \_\_\_\_\_

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

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

Owner/Manager 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:

Federal Tax Identification 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):  
\_\_\_\_\_

NOTE: If exempt from State Registration, please provide proof of worker's compensation policy with your business license application.



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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. The application is made subject to all the terms and conditions of Ordinance No. 120 of Anaconda-Deer Lodge County, which is hereby agreed to.

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 Ordinance No. 120 of Anaconda-Deer Lodge County, which is hereby agreed to.

Is this a home occupation?  Yes  No

Do you plan on renewing 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 31<sup>st</sup> 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 and provide a Federal Tax ID dependent on the business structure and organization
- If you will be installing any sort of signage, you must obtain an ADLC sign permit
- 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.
- 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 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**

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

\_\_\_\_\_ Compliance:  Yes  No  N/A  
Erick Brittain, ADLC Fire Chief Date

\_\_\_\_\_ Compliance:  Yes  No  N/A  
James See, ADLC Building Inspector Date

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

\_\_\_\_\_ Date  
Carl Hamming, ADLC Planning Director

\_\_\_\_\_ Date  
Bill Everett, ADLC Chief Executive Officer