



**ANACONDA-DEER LODGE COUNTY  
BUSINESS LICENSE APPLICATION  
w/HOME OCCUPATION ATTACHMENT  
(Please Fill Out Entire Application)  
BUSINESS LICENSES ARE NON-TRANSFERABLE**

Date of Application: \_\_\_\_\_

Permit Received By: \_\_\_\_\_

**PART 1**

Name of Business: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

Owner/Manager Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone/Mobile #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date of Birth (may be required for background check): \_\_\_\_\_

**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: \_\_\_\_\_

If this is a contracting business, please provide State Registration #: \_\_\_\_\_

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

**PART 5**

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



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**PART 6.**

Home Occupation?  Yes  No

If this business 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.

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

- In order 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
- 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.
- In order 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 in order 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 statement 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  
 ADLC Building Inspector Date

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

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

\_\_\_\_\_ Compliance:  Yes  No  N/A  
 Tri-County Sanitarian Date  
 (food, beverage, or lodging-related business)

\_\_\_\_\_ DATE  
 ADLC Planning Director

\_\_\_\_\_ DATE  
 ADLC Chief Executive Officer



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**HOME-BASED BUSINESSES  
(Home Occupation)**

Congratulations on starting a business in Anaconda-Deer Lodge County. You have chosen to operate a business out of your home, and for the right business, that is a very wise choice. However, not every business is suitable to be operated in a residential neighborhood. For this reason, Anaconda-Deer Lodge County has adopted standards for home businesses designed to protect both you and your community.

- *A **Home-Based Business** is a non-residential **Accessory Use** and incidental use of residential property. Typically, it is a business operated from a home with part of the floor area of the residential unit and/or an **Accessory Structure** devoted to this business. Employees are limited to a small number and/or the residents of the **Dwelling Unit** in order to control the **Scale** of the **Non-Residential Use**. The **DPS Regulations** recognize two (2) types of home based businesses: **Home-Occupations** and **Cottage Industries**.*
  - **Home Occupations – The following standards apply to Home Occupations**
    - a) A **Home Occupation** may be located within a **Dwelling Unit** or an **Accessory Structure**. **Home Occupations** shall not occupy a floor area larger than 50% of the total floor area of the primary **Dwelling Unit** to which they are accessory.
    - b) No **Home Occupation** shall have more than one (1) employee who does not reside on the premises.
    - c) One **Off-Street Parking** space shall be provided if the **Home Occupation** employs anyone not residing on the premises.
    - d) All **Home Occupation** activity, including the storage of any materials, equipment, or machinery associated with the **Home Occupation** shall be contained within an enclosed **Structure**.
    - e) Only one (1) illuminated wall **Sign** with no more than six (6) square feet is allowed.
    - f) All **Home Occupations** shall obtain a business license from the **County** as well as be registered with the **Montana Secretary of State**.
    - g) Medical marijuana caregiving shall not be allowed as a **Home Occupation** in any **Developmental District** except for a caregiver that serves no more than two (2) registered patients, both of which must reside within the caregiver's household.

If you have any questions regarding these standards, please contact the Anaconda-Deer Lodge County Planning Department at 406-563-4010. Thank you for doing business in Anaconda-Deer Lodge County.

I have reviewed the Home Occupation Standards set forth by Anaconda-Deer Lodge County. I have read these standards, I understand them, and I agree to comply with them as I operate my home occupation.

X \_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



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**ATTACHMENT "A"**  
**Application for a Home Occupation**  
*This is a supplement to Business Application*

The Anaconda-Deer Lodge County Development Permit System (DPS) allows the operation of businesses from residences only after a review of the DPS administrator to determine if the proposal satisfies the regulations established in the DPS. In order to evaluate the proposal, the applicant must answer the following questions concerning the nature of the home occupation. The application shall include, but is not limited to, the following information.

Name of Business: \_\_\_\_\_

Home/Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

Phone/Mobile #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Building: (frame, brick, etc) \_\_\_\_\_

Kind of Building: (house, garage, etc) \_\_\_\_\_

Description of Business: \_\_\_\_\_

1. Will structural alterations occur at the residence to accommodate the home occupation? \_\_\_\_\_

2. Number of square feet of floor area of the residence to accommodate the home occupation? \_\_\_\_\_

3. Total number of square feet of floor area of the residence finished for living purposes? \_\_\_\_\_

4. Number of people engaged in the home occupation? \_\_\_\_\_

5. Type of equipment utilized in the home occupation? \_\_\_\_\_

6. If this is a contracting business, please provide State Registration Number: \_\_\_\_\_

7. Will there be clients/customers coming to the home occupation location?  Yes  No  
(If yes, a parking plan **MUST** be submitted with the application. A hand drawn sketch would be sufficient)





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8. The applicant is fully aware of and agrees to comply with the following regulations governing home occupations:
- a. A home occupation may be located within a dwelling or accessory building, but no home occupation shall occupy a floor area larger than that of the dwelling which it is accessory.
  - b. No home occupation shall have more than one employee who is not a member of the resident family.
  - c. Home occupations shall provide off-street parking for all employees and any vehicles associated with the home occupation.
  - d. **The storage of equipment, materials, or solid waste associated with a home occupation shall be within an enclosed structure.**
  - e. Home occupations shall display only the following signs: one non-illuminated wall sign of no more than six (6) square feet, and/or one non-illuminated, on-site directional sign of no more than four (4) feet.

**X** \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

9. If the applicant does not own the structure or property, a statement from the property owner must accompany the application stating that he is fully aware of the nature of the proposed occupation and whether or not he/she has any objections to the proposal.

**LANDLORD STATEMENT**  
*(please complete if your business is located on a rental property)*

**I (name of property owner) \_\_\_\_\_, understand that (name of business owner) \_\_\_\_\_ has applied for a business license to be located on my property at \_\_\_\_\_. I also understand that the above mentioned property is subject to all state and county laws, rules, regulations, and ordinances, including, but not limited to, county fire, sanitation, building, and road inspections depending on the type of home business.**

**X** \_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

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