

Business Information				
Business Name	<i>Business Name provided will appear on the issued license. Include your DBA here, if applicable.</i>			
Nature of Business				
Proposed Start Date				
Number of FTE	<i>FTE stands for Full Time Employee Equivalent. Fees can be found here: www.ci.missoula.mt.us/DocumentCenter/View/36561/Business-Licensing-Fees</i>			
Operation Details				
Select ALL THAT APPLY				
Full Year License	Temporary (length of time you plan to operate): _____			
Serving Food	Food will be chilled/heated	Setting up in Parks	Setting up Downtown	Setting up in a private lot
Where will you be setting up?	<i>Please list all known location where you plan to set up. Some locations outside the Central Business District may require additional permits, including a Zoning Compliance Permit (ZCP). Contact zoningdesk@ci.missoula.mt.us for more information.</i>			
Business Information				
Mailing Attention/Person				
Mailing Address				
Mailing City		State		Zip
Business Phone Number		Secondary Phone (Cell)		
Email				
Business Owner				
Corporation Name (if applicable)				
Owner Name				
(Home) Owner Address				
(Home) City		State		Zip
<i>Attach list of additional (owners) and their contact information to application.</i>				
Local Manager				
Local Manager Name				
Email		Phone		

Acknowledgement

I am aware that the license fee is NOT prorated and expires on May 31 each year, regardless of the issue date.

I acknowledge that the information I have provided is current and true.

I agree to abide by all City Ordinances and Laws of the State of Montana; otherwise my license may be revoked.

Itinerant Vendor Guide: <https://www.ci.missoula.mt.us/DocumentCenter/View/1039/Itinerant-Vendor-Guide>

All itinerant vendor applicants must include a Background check for each owner or employee; I have attached this.

Background check form: <https://www.ci.missoula.mt.us/DocumentCenter/View/52105/Background-Check->

I am aware that additional permits and approval may be required for vending at certain locations or zoning districts.

Signature _____

Date _____

How to Submit Your License Application

You can also mail or drop off your application at:

Submit your application by emailing
coordinators@ci.missoula.mt.us.

City of Missoula
Attn: CPDI - Business Licensing
435 Ryman St
Missoula, MT 59802

Pay for Your License

Most applicants pay **online** with a Visa or MasterCard. You will be contacted to make payment during the application intake process, letting you know when you can login to make payment. After you have submitted your application, visit ci.missoula.mt.us/3300/Portal to create a login.

Pay with **check**. Make check out to City of Missoula. Please contact coordinators@ci.missoula.mt.us to confirm your fees before mailing or dropping off a check with your application.

Note: Licenses do not enter departmental review until payment is received.