

## ITINERANT VENDOR LICENSE APPLICATION

(REV. 01/01/2026)

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: <a href="http://www.ci.missoula.mt.us/DocumentCenter/View/36561/Business-Licensing-Fees">www.ci.missoula.mt.us/DocumentCenter/View/36561/Business-Licensing-Fees</a></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 <a href="mailto:zoningdesk@ci.missoula.mt.us">zoningdesk@ci.missoula.mt.us</a> 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

Submit your application by emailing  
[coordinators@ci.missoula.mt.us](mailto:coordinators@ci.missoula.mt.us).

*All applications are processed in the order they are received.*

You can also mail or drop off your application at:  
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](https://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](mailto: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.