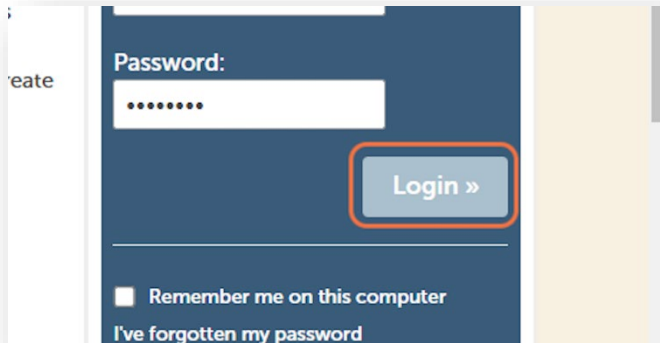


Applying for a 420 Cannabis License [V09.26.22]

The intent of this guide is to provide a step-by-step guide to apply for a 420 business license. This is not an exhaustive guide; additional information may be required depending on your license.

1. [Go to Accela Citizen Access https://ebiz.ci.missoula.mt.us/CitizenAccess/welcome.aspx](https://ebiz.ci.missoula.mt.us/CitizenAccess/welcome.aspx)
2. Login with your username and password. Click on Login.



create

Password:

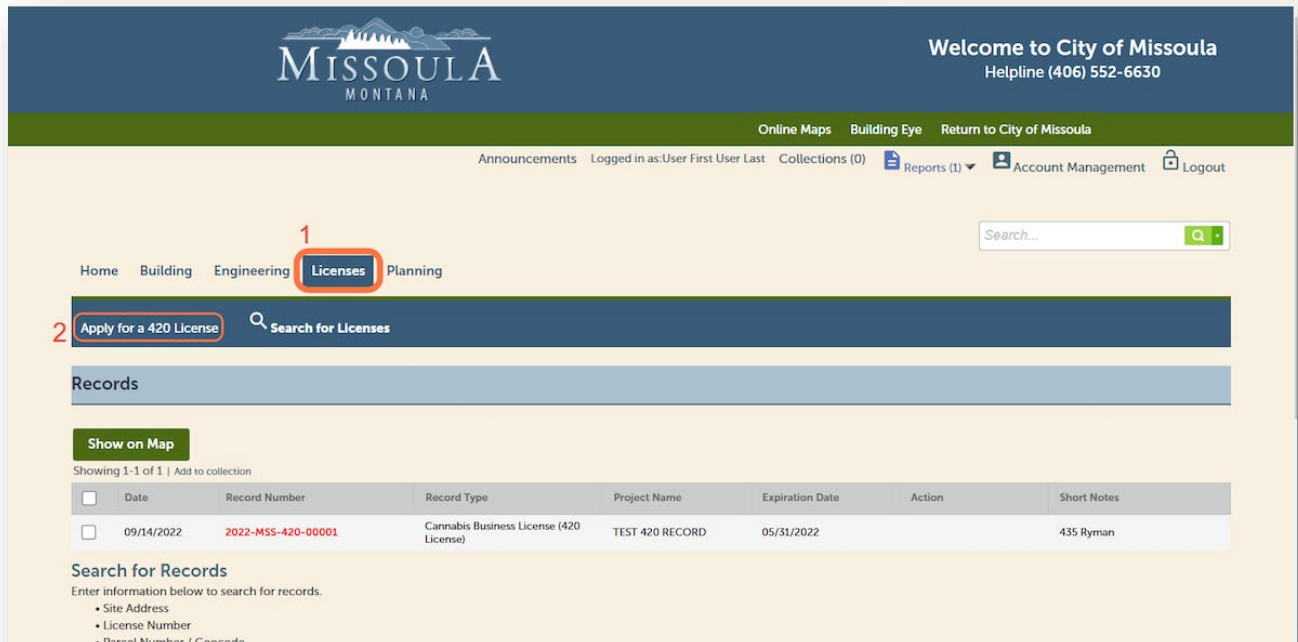
.....

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

3. Click on Licenses, then Click on Apply for a 420 License.



MISSOULA MONTANA

Welcome to City of Missoula
Helpline (406) 552-6630

Online Maps Building Eye Return to City of Missoula

Announcements Logged in as: User First User Last Collections (0) Reports (1) Account Management Logout

Home Building Engineering **Licenses** Planning

2 [Apply for a 420 License](#) Search for Licenses

Records

Show on Map

Showing 1-1 of 1 | Add to collection

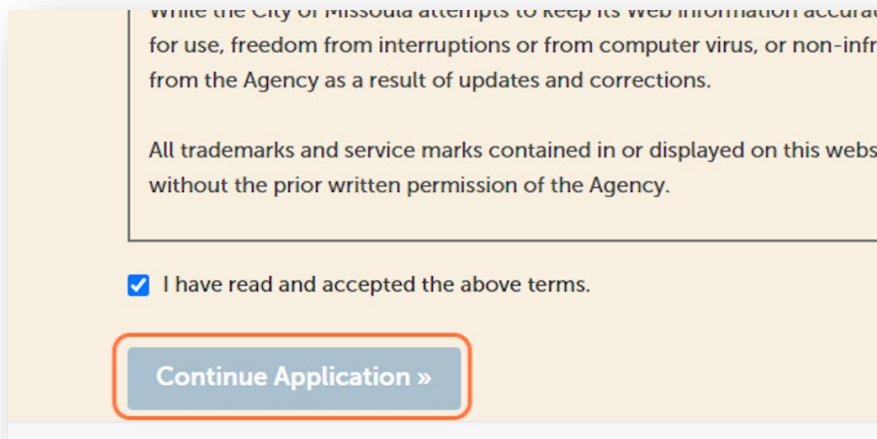
| <input type="checkbox"/> | Date | Record Number | Record Type | Project Name | Expiration Date | Action | Short Notes |
|--------------------------|------------|--------------------|---|-----------------|-----------------|--------|-------------|
| <input type="checkbox"/> | 09/14/2022 | 2022-MSS-420-00001 | Cannabis Business License (420 License) | TEST 420 RECORD | 05/31/2022 | | 435 Ryman |

Search for Records

Enter information below to search for records.

- Site Address
- License Number
- Parcel Number / Geocode

4. Check 'I have read and accepted the above terms' and click on the 'Continue Application' button.



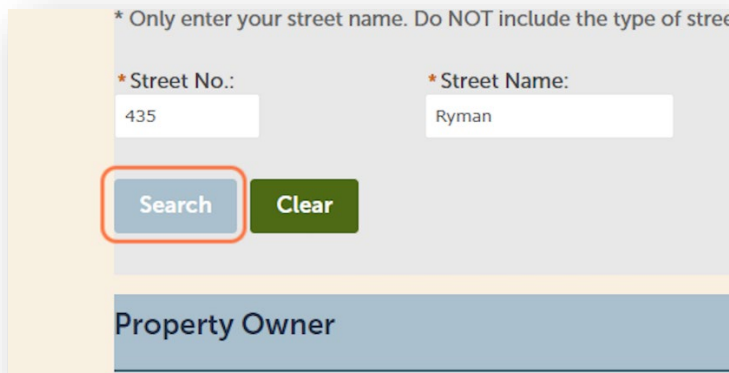
While the City of Missoula attempts to keep its web information accurate for use, freedom from interruptions or from computer virus, or non-infringement from the Agency as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this website without the prior written permission of the Agency.

☒ I have read and accepted the above terms.

[Continue Application »](#)

5. Enter the street number and street name. For tips on entering the address, view the [help text](#), such as Do **not** include the type of street.



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

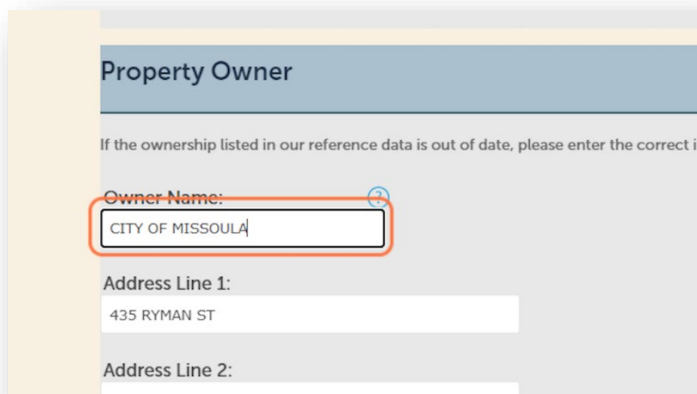
* Street No.: 435

* Street Name: Ryman

[Search](#) [Clear](#)

Property Owner

6. The property owner will fill in after you search. You can change this if it is different by typing in the current information. Then click on the 'Continue Application' button.



Property Owner

If the ownership listed in our reference data is out of date, please enter the correct information.

Owner Name:

Address Line 1: 435 RYMAN ST

Address Line 2:

7. Specify the business contact types.
 - a. Click on "Select from Account" or "Add New".
Select from Account will fill in information that you provided when you registered for your login.
 - b. Typically, the Applicant contact info will be selected from the Account.
 - c. At least one Business Owner must be added. The second Business Owner is for additional owners.
 - d. The Local Manager is optional. This will be the contact person to coordinate any onsite inspections. If no local manager is added, the Primary business owner will be the contact person.

8. 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**

9. If **Selecting from Account**, choose the contact and select continue.
10. Click on Continue Application.

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, you can add additional owners here.

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**

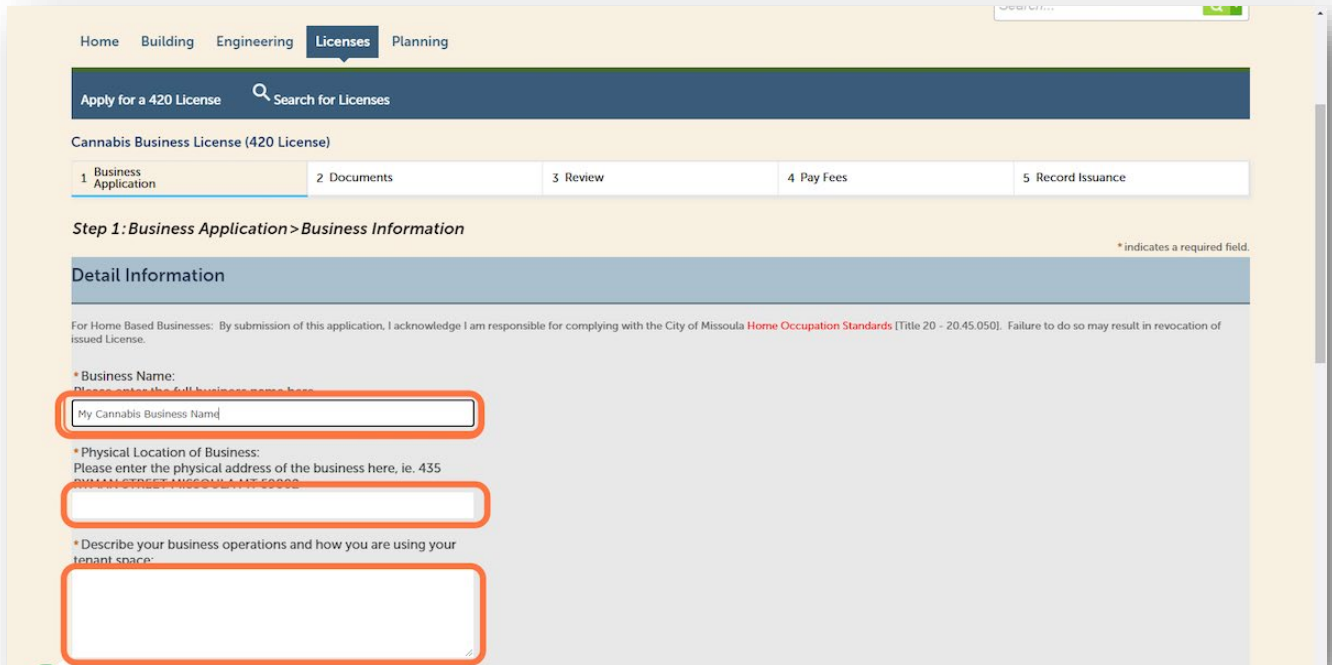
Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select one.

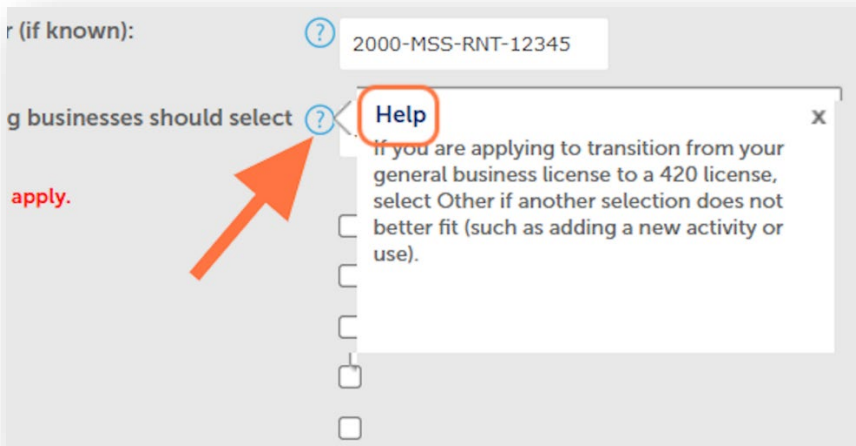
Showing 1-2 of 2

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

11. To complete the Detail Information, Fill in Business Name, Physical Location, and Description of your Operations.
12. These fields will be printed on your license.

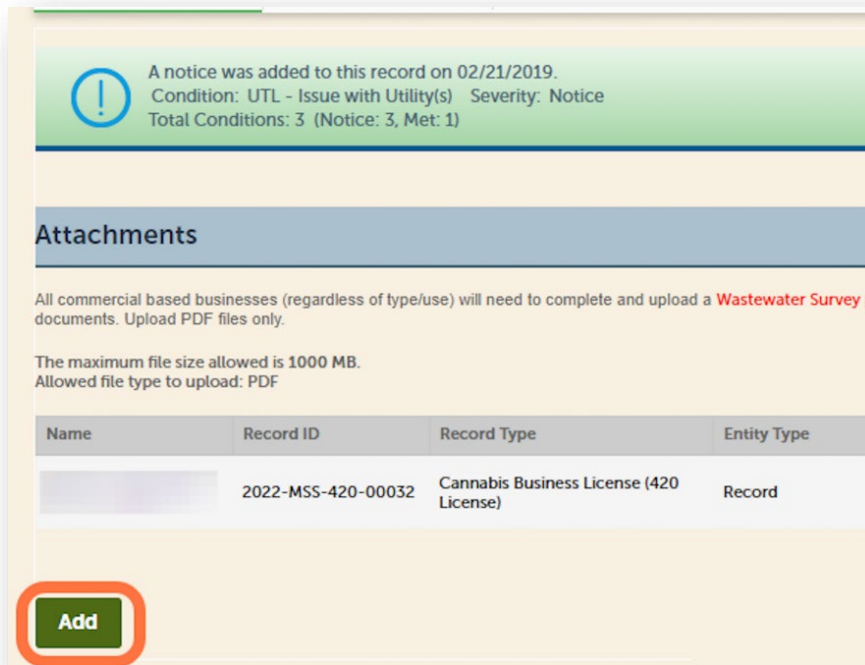


13. Fill in the Additional Information.
14. Additional fields may populate based on your selections.
15. Complete all required fields, indicated with an *.
16. Use the help buttons (as available) if you need examples or additional information.



17. Click on Continue Application.

18. If your license is for a Commercial Location, you are required to complete a Wastewater Classification Survey. On the attachments page, select Add.



A notice was added to this record on 02/21/2019.
Condition: UTL - Issue with Utility(s) Severity: Notice
Total Conditions: 3 (Notice: 3, Met: 1)

Attachments

All commercial based businesses (regardless of type/use) will need to complete and upload a **Wastewater Survey** documents. Upload PDF files only.

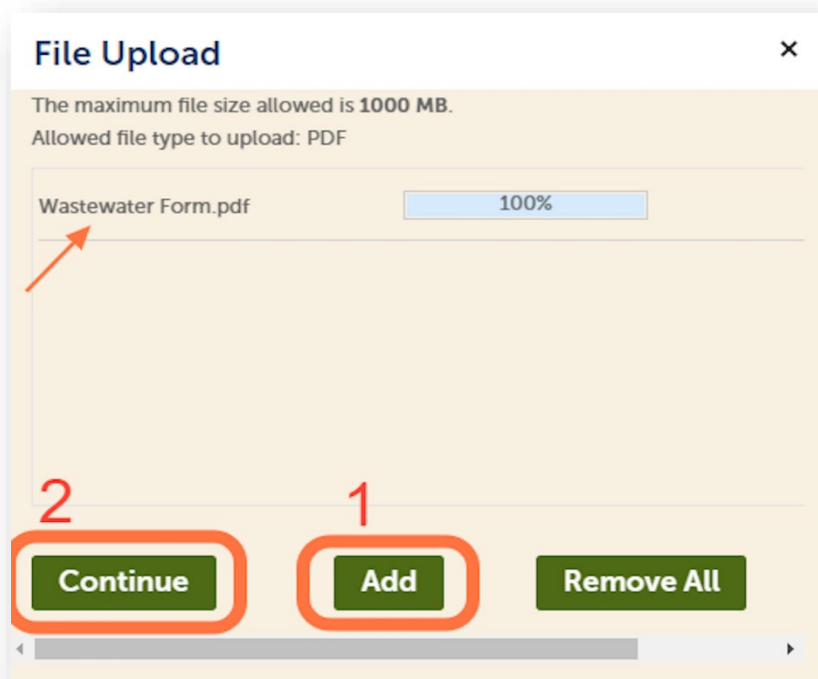
The maximum file size allowed is 1000 MB.
Allowed file type to upload: PDF

| Name | Record ID | Record Type | Entity Type |
|------|--------------------|---|-------------|
| | 2022-MSS-420-00032 | Cannabis Business License (420 License) | Record |

Add

19. Complete the Wastewater Classification Survey form, found here:
https://www.ci.missoula.mt.us/DocumentCenter/View/52104/WASTEWATER-SURVEY_fillable

20. Select the Files to Upload
- Select the Add (1) button.
 - Navigate to the filled in and saved wastewater form on your computer (or phone).
 - Select the file and it will upload.
 - Once you have uploaded the form select the Continue (2) button.



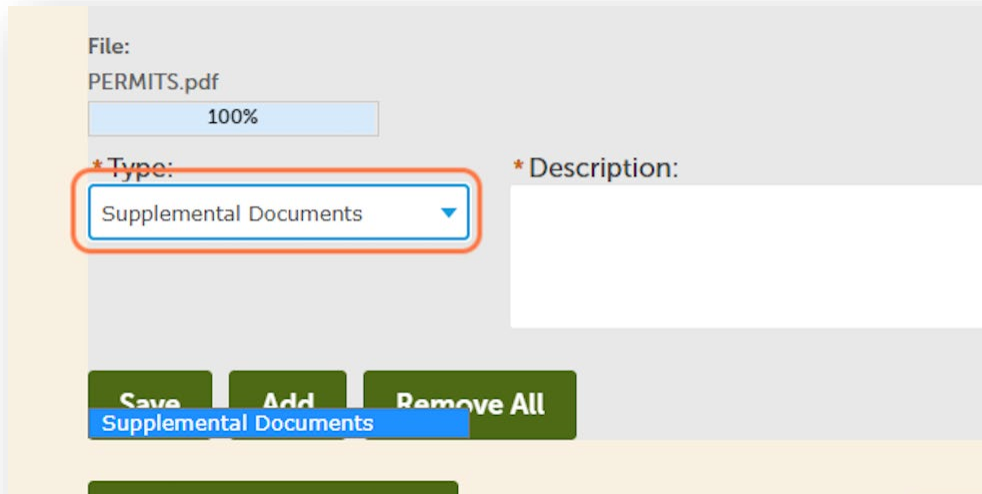
File Upload

The maximum file size allowed is 1000 MB.
Allowed file type to upload: PDF

| File Name | Progress |
|---------------------|----------|
| Wastewater Form.pdf | 100% |

2 **Continue** **1** **Add** **Remove All**

21. Select a document type to assign to the file



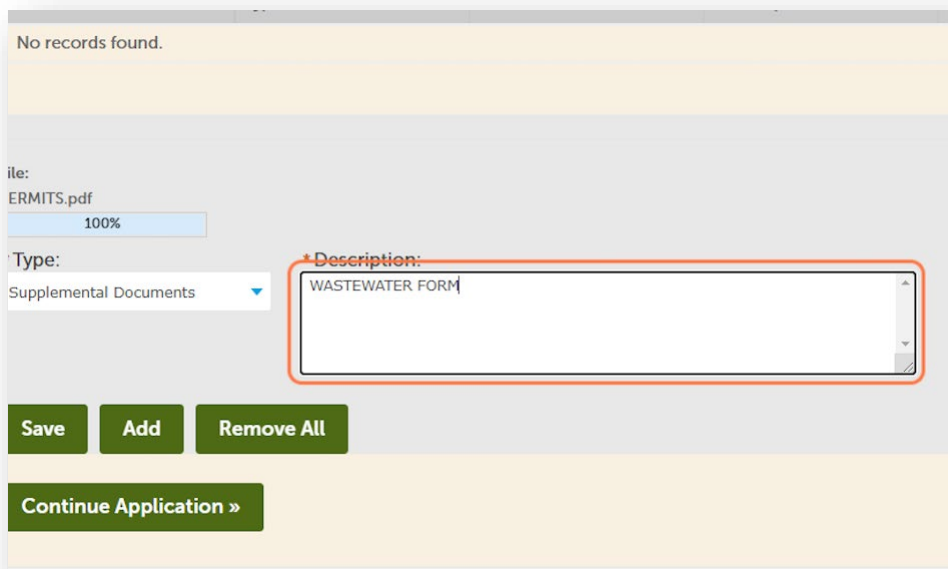
File:
PERMITS.pdf
100%

*Type:
Supplemental Documents

*Description:

Save Add Remove All
Supplemental Documents

22. Type "WASTEWATER FORM" in the description and click on 'Save'



No records found.

File:
PERMITS.pdf
100%

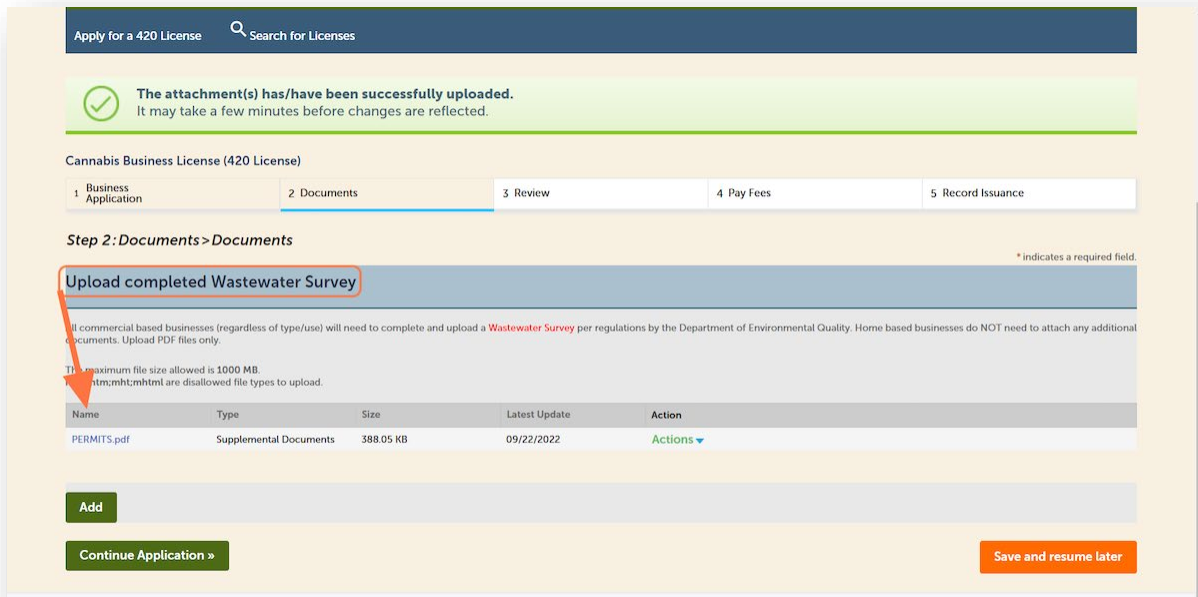
Type:
Supplemental Documents

*Description:
WASTEWATER FORM

Save Add Remove All

Continue Application »

23. You should now see the pdf you uploaded listed as an attachment on the Upload completed Wastewater Survey page.



Apply for a 420 License Search for Licenses

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Cannabis Business License (420 License)

1 Business Application 2 Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 2: Documents > Documents

Upload completed Wastewater Survey

* indicates a required field.

All commercial based businesses (regardless of type/use) will need to complete and upload a **Wastewater Survey** per regulations by the Department of Environmental Quality. Home based businesses do NOT need to attach any additional documents. Upload PDF files only.

The maximum file size allowed is 1000 MB.
Files with extensions .htm, .html, .php, .css, .js, .swf, .png, .gif, .jpg, .jpeg, .bmp, .tiff, .tif, .eps, .psd, .indd, .ai, .indt, .indl, .indd, .ai, .indt, .indl are disallowed file types to upload.

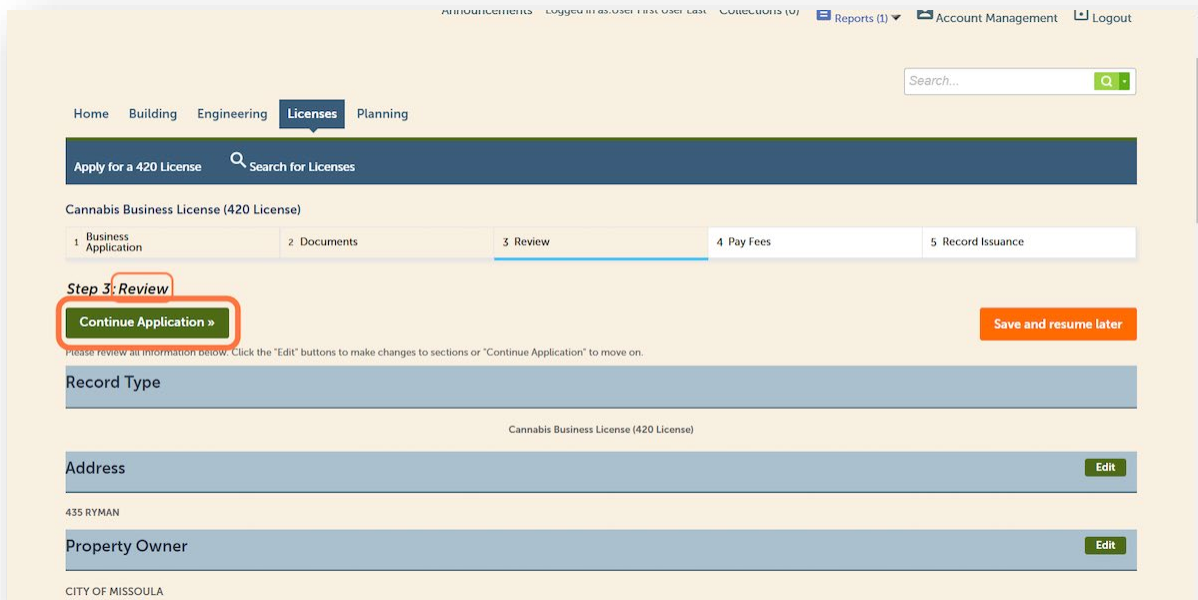
| Name | Type | Size | Latest Update | Action |
|-------------|------------------------|-----------|---------------|---------|
| PERMITS.pdf | Supplemental Documents | 388.05 KB | 09/22/2022 | Actions |

Add

Continue Application >

Save and resume later

24. Click on Continue Application.
25. Review Your Application Information then select the Continue Application button.



ADMINISTRATIVE LOGIN INFO USER INFO CONTACT INFO Reports (1) Account Management Logout

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 3: Review

Continue Application >

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Cannabis Business License (420 License)

Address Edit

435 RYMAN

Property Owner Edit

CITY OF MISSOULA
435 RYMAN ST.

26. 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 »

27. Complete the Credit Card payment information then click Submit Payment.

☒ Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: ?

MasterCard

* Name on Card: * Exp. Date:

01 2022

Credit Card Holder Information:

28. A Confirmation Page that your *Application is Submitted* will appear.

Cannabis Business License (420 License)

1 Business Application 2 Documents

Step 5: Application Submitted

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

29. Review the information provided. It outlines if you need to take additional steps, including if you need to upload a Hazardous Materials Inventory Statement (HMIS). Document Upload Instructions are also included.

4. Are you an established business who received a letter in the mail stating you need to update your use/occupancy classification of all portions of the building and the information on file?

Exceptions:

1. Delivery-only homebased businesses.
2. Dispensary-only businesses moving into a space where the most recent use/occupancy classification was for a dispensary.
3. Cultivation and extraction facilities moving into a space where the most recent use/occupancy classification was for a cultivation and extraction facility.

To see if a change-of-use will be required, Contact 420license@ci.missoula.mt

Document Upload Instructions

Upload the required documents to the COM record that we have automatically created for you.

1. While signed in, select "Building" from the top navigation
2. Select the Commercial Building permit by clicking on the red permit number
3. Select "Record Info" to expand the options, and then select "Attachments"
4. At the bottom of the attachments page, select "Add Files (No Plan Revisions)" to upload documents
5. Follow the File Upload Prompts to "Add Files (No Plan Revisions)" to upload documents
6. Specify the appropriate Type and provide a brief description
7. Click Save. Your file should now be listed

30. To attach an HMIS or Change-of-Use document to a COM Permit. Log in to the portal, select Building, then the red Permit Number listed.

Home **Building** Fire Engineering Licenses Planning Police

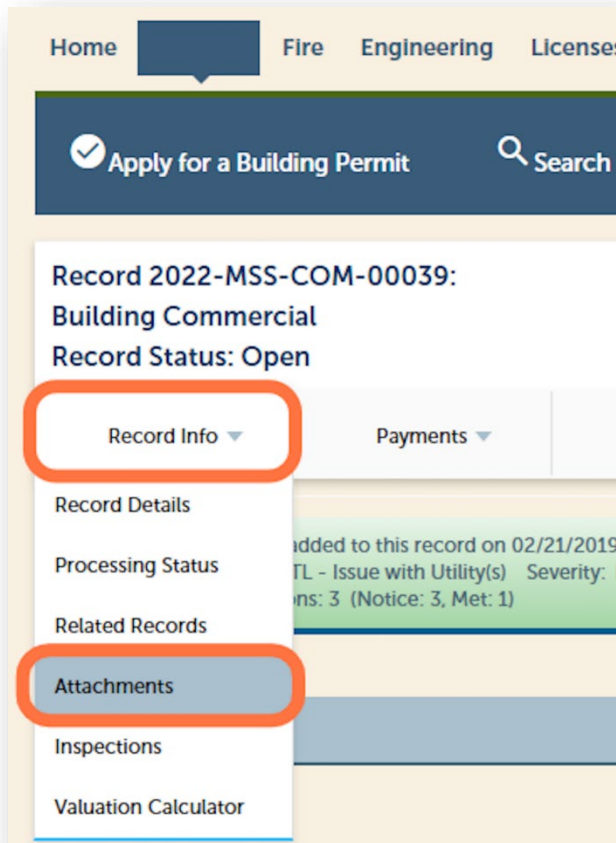
Apply for a Building Permit Search Permits

Records

Showing 1-5 of 11 | Add to collection

| <input type="checkbox"/> | Date | Permit Number | Permit Type | Description | Address | Status |
|--------------------------|------------|---------------------------|---------------------|---|---------------------------------|--------|
| <input type="checkbox"/> | 09/22/2022 | 2022-MSS-COM-00039 | Building Commercial | CULTIVATION / EXTRACTION / INFUSED PRODUCT / TESTING LABORATORY / CANOPY: 100SF | 435 RYMAN ST, MISSOULA MT 59802 | Open |

31. Select Record Details, then Attachments.



32. Follow steps 17-23 of this document, in general. EXCEPT, note:
- Assign the Change of Use file a document type of "Plan" and name the file the record number INITIAL PLANS, for example: 2022-MSS-COM-00039 INITIAL PLANS
 - If your architect will upload the Change of Use file, have them contact coordinators to link their UserID to the COM record. Email: coordinators@ci.missoula.mt.us