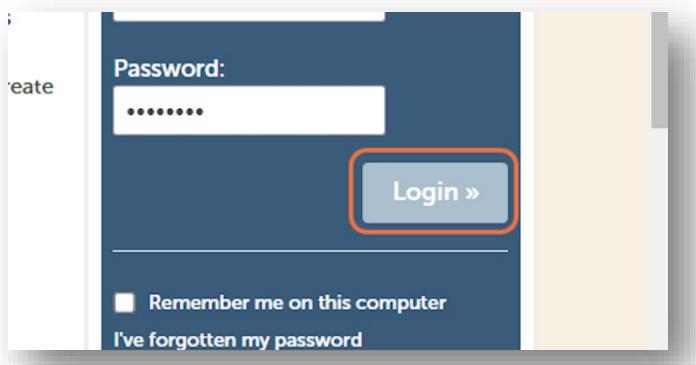




Applying for a 420 Cannabis License [v09.26.22]

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.



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

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

1 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

Date	Record Number	Record Type	Project Name	Expiration Date	Action	Short Notes
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.

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If the ownership listed in our reference data is out of date, please enter the correct information.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

Address Line 1: 435 RYMAN ST

Address Line 2:



7. Specify the business contact types.

- Click on "Select from Account" or "Add New".
Select from Account will fill in information that you provided when you registered for your login.
- Typically, the Applicant contact info will be selected from the Account.
- At least one Business Owner must be added. The second Business Owner is for additional owners.
- 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.

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, click the Add New button.

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. Click either green button.

Select from Account

Add New

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.

Select Contact from Account

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

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.**

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 1: Business Application > Business Information

* indicates a required field.

Detail Information

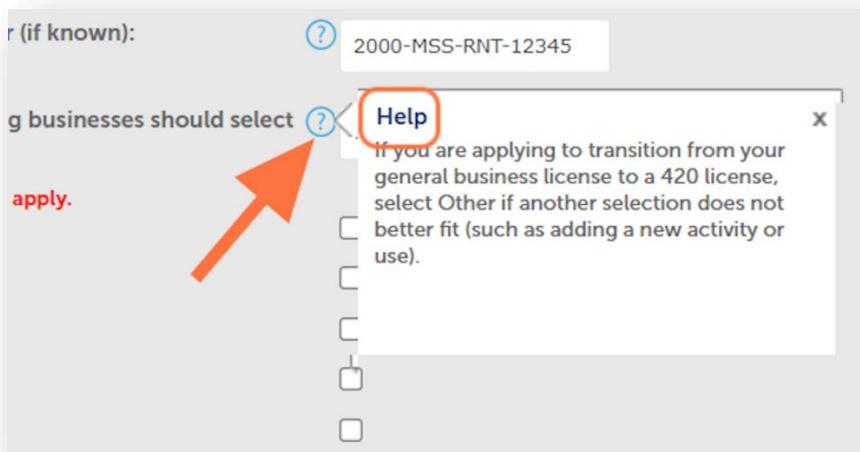
For Home Based Businesses: By submission of this application, I acknowledge I am responsible for complying with the City of Missoula [Home Occupation Standards](#) [Title 20 - 20.45.050]. Failure to do so may result in revocation of issued License.

* Business Name:
Please enter the full business name here.
My Cannabis Business Name

* Physical Location of Business:
Please enter the physical address of the business here, ie. 435
1234 Main Street, Missoula, MT 59801

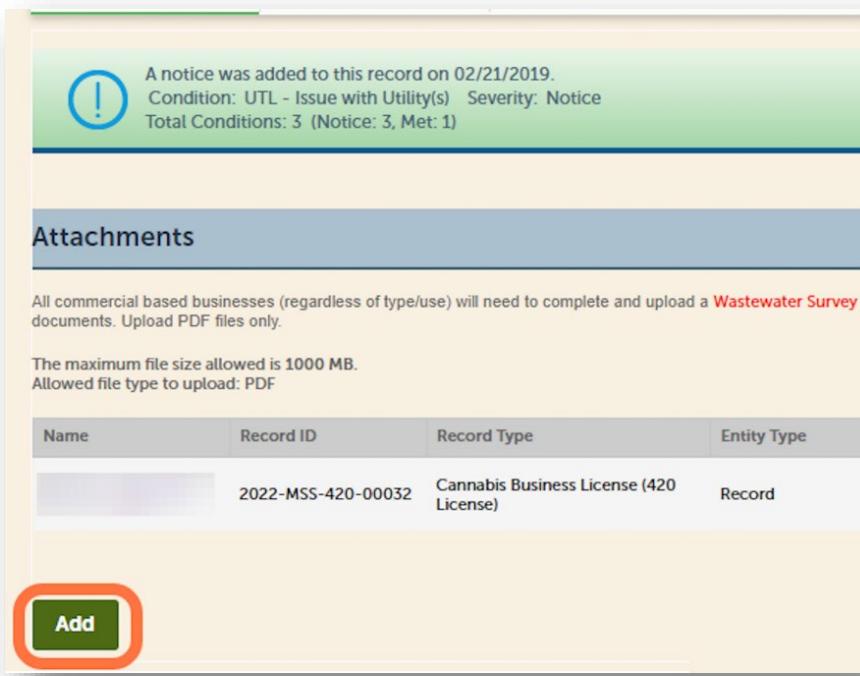
* Describe your business operations and how you are using your tenant space:

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](#) prior to receiving a license. Upload PDF files only.

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

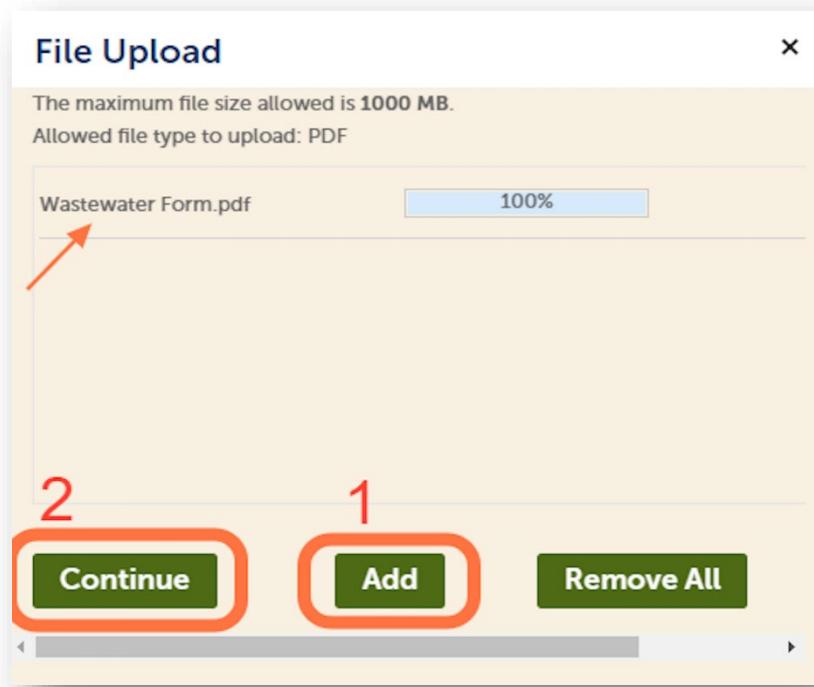
Name	Record ID	Record Type	Entity Type
	2022-MSS-420-00032	Cannabis Business License (420 License)	Record

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

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.

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

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. [.htm, .mht, .html](#) 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.

ANNOUNCEMENTS LOGIN/LOGOUT FIRST USE/LOGOUT CORRECTIONS (0) Reports (1) Account Management Logout

Search...

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 »

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

Record Type

Address

435 RYMAN

Property Owner

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.

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.

🔍
Search Permits

Apply for a Building Permit
Building

Home
Building
Fire
Engineering
Licenses
Planning
Police

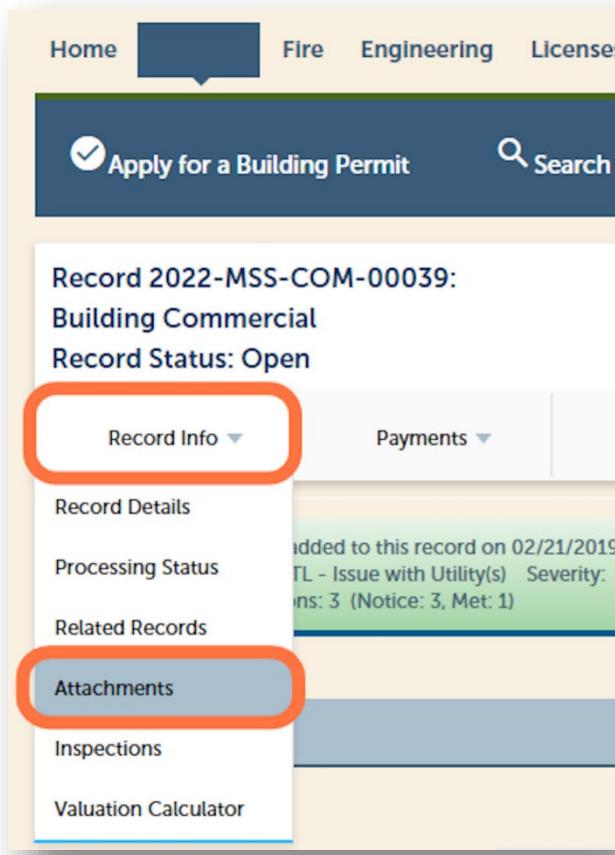
Records

Showing 1-5 of 11 | Add to collection

	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