



Commercial Rental Business License Application

Business Information

Business Name _____

Business Name provided will be what appears on the issued license. This should be the legal owner name or building space name.

Physical Address of Building _____

Rental Licenses should be applied for PER parcel. If there is more than one address per parcel, please include ALL addresses here.

Reason for Application

New Adding SQFT Ownership Change Other _____

Business Name Change should email coordinators@ci.missoula.mt.us.

License Type & Fees

Retail / Office Space SQFT _____ Retail Fee Due _____

Wholesale / Warehouse SQFT _____ WW Fee Due _____

SQFT Tier	Fee per SQFT	Minimum Fee	Maximum Fee
0 – 4,999	\$.0942	\$236	\$3,703
5,000 – 9,999	\$.0549	\$274	\$3,703
10,000 – 19,999	\$.0355	\$353	\$3,703
20,000 – 49,999	\$.0253	\$506	\$3,703
50,000 – 99,999	\$.0173	\$859	\$3,703
100,000 +	\$.0156	\$1,555	\$3,703

SQFT Tier	Fee per SQFT	Minimum Fee	Maximum Fee
0 – 4,999	\$.0469	\$235	\$3,703
5,000 – 9,999	\$.0273	\$273	\$3,703
10,000 – 19,999	\$.0155	\$265	\$3,703
20,000 – 49,999	\$.0158	\$785	\$3,703
50,000 – 99,999	\$.0130	\$1,282	\$3,703
100,000 +	\$.0125	\$2,462	\$3,703

Contact Information

Business Information

Mailing Address – Attention _____

Mailing Address _____

City _____ State _____ Zip _____

Business Phone Number _____ Secondary Phone (Cell) _____

Email _____

Business Owner

Corporation Name (if applicable) _____

Owner Name _____

Owner Address _____

City _____ State _____ Zip _____

Attach list of additional owner(s) and contact information to application.

Local Manager

Local Manager Name _____

Local Manager Email _____

Local Manager Phone _____





Submit

- I am aware that the license fee is NOT prorated and **expires on April 30** each year, regardless of the issue date.
- I acknowledge that the information I have provided is current and true; including valid address and suite numbers.
- I agree to abide by all City Ordinances and Laws of the State of Montana; otherwise my license may be revoked.
- I am aware that the license is non-transferable. A new application is required upon a change of ownership.
- I am aware that additional permits may be required for building construction, electrical, mechanical, or plumbing changes and new or relocated signs.

Signature _____ Date _____

Submit Your License Application

Submit your application by emailing 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 <https://ebiz.ci.missoula.mt.us/CitizenAccess/> 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.