

CITY OF EAST HELENA, MONTANA  
P.O. BOX 1170  
EAST HELENA, MONTANA 59635

## GENERAL BUSINESS LICENSE APPLICATION

License is Valid for One Year—January 1 through December 31

City ordinance requires that all businesses operating within the East Helena city limits obtain a business license. The license application is made subject to all of the terms and conditions, which are hereby agreed to, of Code and Ordinances of the City of East Helena, Montana. The application shall be signed by the applicant. Please complete the required information below, and return this form with the applicable fee to the address shown above.

NEW BUSINESS: \_\_\_\_\_ RENEWAL OF CURRENT LICENSE #: \_\_\_\_\_ TRANSIENT MERCHANT: \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ NATURE OF BUSINESS: \_\_\_\_\_

OPERATING HOURS: \_\_\_\_\_ DAYS OF WEEK BUSINESS IS OPEN: M T W T F S S (Circle Applicable Days)

INCORPORATED (Y/N): \_\_\_\_\_ FEDERAL I.D. OR SOCIAL SECURITY NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ LOCATION ADDRESS (IF DIFFERENT): \_\_\_\_\_

STREET/APT. \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

BUSINESS PHONE #: \_\_\_\_\_ EMERGENCY #: \_\_\_\_\_

OWNER/MANAGER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_ IF DAYCARE, # OF EMPLOYEES & CHILDREN: \_\_\_\_\_

PLEASE LIST ANY STORED CHEMICALS OR EQUIPMENT THAT MAY JEOPARDIZE THE SAFETY OF EMERGENCY RESPONDERS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVIEWED BY:	YES	NO
FIRE DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>
POLICE DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>
OTHER _____	<input type="checkbox"/>	<input type="checkbox"/>

**GENERAL BUSINESS ANNUAL LICENSE FEE: \$15.00**

**TRANSIENT MERCHANT FEE: \$6.00 PER DAY**

**PLEASE REMIT FEE WITH COMPLETED APPLICATION.**

SIGNATURE OF LICENSEE/CORPORATE OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

LICENSE # \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK: \_\_\_\_\_