

City of East Helena

306 E Main St | PO Box 1170 | East Helena, MT | 59635 | 406.227.5321 | 406.227.5456 (fax) | easthelenamt.us

BUSINESS LICENSE APPLICATION

1. City Ordinance requires that ALL BUSINESSES operating within the City of East Helena obtain a Business License. Issued Business Licenses are valid for one year – January 1st through December 31st .
2. Application must be COMPLETE AND LEGIBLE. Please insert N/A if a requested line of information does not apply.
3. The City will process in six (6) to eleven (11) working days unless the application is incomplete.
4. New licenses and renewals; \$15.00 each. Transient merchant licenses; \$6.00 per day.

Name of Business Owner: _____

Name of Business: _____

Phone Numbers: Business: _____ Home: _____
Cell: _____ Emergency: _____

Mailing Address: _____

Physical Address: _____

Email Address: _____

Website or Social Media Page: _____

Brief description of the business (if necessary additional pages):

Home Based: YES NO

OWNERSHIP TYPE: Corporation Partnership Sole Proprietor Trust LLC LLP

CONTRACTORS: State Registration No.: _____

(Please attach copy of state registration card)

Workmen's Comp No.: _____

ITINERANT/TRANSIENT VENDORS: Brief description of merchandise and/or service offered:

The license application is made subject to all of the terms and conditions, which are hereby agreed to, of the Code and Ordinances of the City of East Helena, Montana. The application shall be signed by the applicant. (Ord. 229, 11-18-2003)

Applicant Signature: _____

Title: _____ Date: _____

FOR OFFICE USE ONLY

Reviewed By: Police Dept. _____ Fire Dept. _____ Other: _____

Zoning District: _____ Property Violations: _____ State Health License: Yes | No

Approved: Yes | No (Reason): _____

Renewal: Yes | No Resident License: Yes | No Full Year: Yes | No Prorate: Yes | No

Fee Paid: Check #: _____ Cash: _____ Money Order #: _____

Date Issued: _____ License #: _____ City Official: _____ v2019.1