



Town of Stevensville Annual Business License

BUSINESS LICENSE INFORMATION

The following are some “Frequently Asked Questions” regarding the Town’s business license:

Are all businesses required to license with the Town?

Generally, all businesses operating in a residential or commercially zoned area within the Town are required to license the business. If you are unsure whether or not your business requires this license please call Town Hall at 406.777.5271 x103 for assistance.

How much does it cost to license my business?

The license fee is \$25, paid annually. The license expires on December 31st of each year (the license is valid for one calendar year). Businesses are sent a renewal form at the end of each year as a reminder to renew their licenses.

What purpose does the license serve / what does my license fee pay for?

The Town Business License establishes an inventory of businesses used by the police and the fire departments. The business inventory is a useful economic development tool and is also used in the Town’s planning.

I just registered my business with the State and will file State tax forms - doesn’t this take care of my licensing obligations?

Registering with the State does not relieve a business of its obligation to license with the Town. The Town’s Business License requirements are in addition to your obligations to register and remit tax to the State. Nor does it relieve you from complying with all Federal, State and Local regulations.



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What about a Home-based business?

An increasing number of individuals are exploring the option of opening home-based businesses as opposed to employment outside the home. The rewards for such a business include not only earning or supplementing one's income, but also avoiding a commute, reducing or eliminating child care costs, and spending more of one's valuable time with family.

A home-based business is defined as

A business conducted entirely within a dwelling and carried on by the permanent resident(s), which use is clearly incidental and secondary to the use of the building for dwelling purposes, and does not change the character thereof.

All home-based businesses are required to be licensed by the Town of Stevensville.

I'm just thinking about opening a business, when am I required to license?

A license is generally required at the point a business holds itself out to the public (that is, it makes its goods or services available for sale); merely considering opening a business does not require an individual to obtain a license. However, if an individual undertakes substantial steps to engage in business, such as manufacturing an inventory of goods for later sale, this is considered sufficient business activity even though the goods themselves have not yet been sold.

How do I apply for a license?

Complete the attached application, and send it along with your \$25.00 fee to:

Town of Stevensville

PO Box 30

Stevensville, MT 59870-0030

OR:

Application forms are available on our website at: www.townofstevensville.com.

Forms are in a fill-in format for your convenience.

Please do not send cash. Make your check or money order payable to:

Town of Stevensville