



City of Libby

952 E. SPRUCE | POST OFFICE BOX 1428

LIBBY, MT. 59923 | Phone 406-293-2731 | Fax 406-293-4090 | Website: www.cityoflibby.com

2024 Business License Application

It is required, under Title 5 of the City of Libby Code or Ordinances that no person, firm, association, corporation or other business entity shall carry on or engage in any occupation, trade, profession, or business within the city involving the sale of goods and/or services without first having procured a license therefor from the city, provided that said occupation, trade, profession, or business has not been specifically exempted from procuring said license or paying any fees associated therewith by the laws of the state of Montana.

BUSINESS INFORMATION

☐ New (\$90) ☐ Renewal (\$60)

Business Structure:

☐ Individual ☐ Partnership ☐ Corporation/LLC

Business Type:

☐ Office ☐ Retail/Wholesale ☐ Restaurant/Food Service

☐ Manufacturer ☐ Professional Service ☐ Home Based ☐ Mobile Service

☐ Other: _____

Business Name: _____

Business PHYSICAL Address: _____

** CANNOT be a PO Box - Needs to be Actual Business Location **

Date of Arrival to the City of Libby: _____ **Expected # Employees:** _____

Federal Tax-ID (EIN): _____ **Other License(s) # (if Required):** _____

APPLICANT INFORMATION:

Applicant's Full Name: _____

**** Other Names Used:** _____

Mailing Address: _____

Phone: _____ **Email:** _____

Does the Applicant have any other licenses in another City/County: Yes ☐ No ☐

If YES, please list License(s), nature of business, and City/County located in:

Has any business license to the applicant been denied, revoked or suspended in the City of Libby or any other City/State: Yes ☐ No ☐

If YES, give details and state business activity or occupation denied, revoked or suspended:

Description of Products/Services provided:

I declare under penalty of perjury that the statements made herein are true and correct to the best of my knowledge and belief.

Sign & Print Name (legibly)

Date

** Fees payable to the City of Libby on or before January 1st of each calendar year or before opening **

Annual License Fee: \$_____

For Office Use Only

Date: _____

Lic #: _____

Payment: _____

2024 Business License Application Investigation

Planning, Zoning and Ordinance:

The City of Libby's Planner is responsible for reviewing for the conformance to the adopted city regulations, ordinances and, Montana state law

Zoning District: _____

Recommended for: ☐ APPROVAL ☐ DENIAL (based on the following reasons)

Signed By City Planner

Date

Fire Marshal

The Fire Marshal's office is responsible for enforcing the International Fire Code, and for performing fire/alarm plan reviews and Fire Life Safety inspections. (Contact Fire Marshal at 293-9217)

Business location has been: ☐ APPROVED ☐ DENIED (based on the following reasons)

Signed By Fire Marshal

Date

City Building Inspector/Building Codes:

The City of Libby's building department performs plan reviews and inspections on all commercial and residential building projects within the city limits. We also inspect business buildings to ensure public safety and health.

Recommended for: ☐ APPROVAL ☐ DENIAL (based on the following reasons)

Signed By City Building Inspector

Date

County Health Inspection:

The County Environmental Health Department performs is responsible for making all food establishments meet the required federal and state regulations. They also inspect business buildings to ensure public safety and health.

Recommended for: ☐ APPROVAL ☐ DENIAL (based on the following reasons)

Signed By County Health Inspector

Date