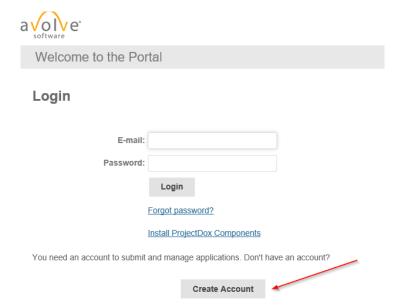
• Visit our <u>Development Center</u> website and click on the "Project Dox" button



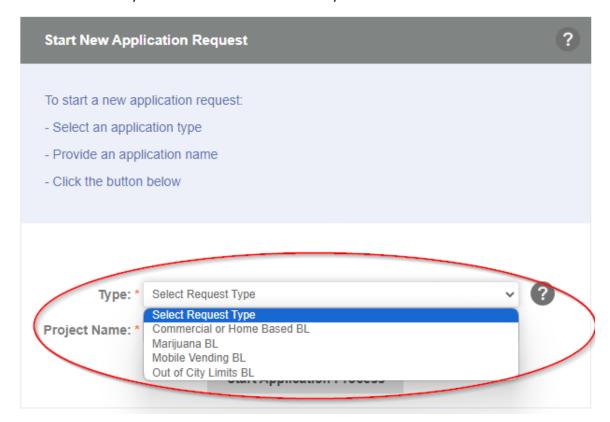
• If you don't already have a Project Dox Account, you will need to create one



After you have created an account, log back into Project Dox and select "Business Licenses"



- Then you will start a new application by clicking the drop down and selecting the type of business license you are applying for
  - A Commercial Business License is for businesses that operate out of a commercial INSIDE the city limits of Bozeman. Please use our <u>Community Development Viewer</u> if you aren't sure if your business location is in the city limits.



# Shortly after submitting your application, you will receive an email with link asking you to upload and submit the applicable documents below:

- Commercial Business License
  - Copy of your Driver's License
  - o PDF copy of your application (emailed to you shortly after your submittal)
- Plumbing or Electrical Business License
  - o Copy of your Master or Journeyman's License from the State of Montana
  - Copy of your Driver's License
  - o PDF copy of your application (emailed to you shortly after your submittal)
- Day Care Business License
  - o Copy of your DPHHS License or Registration
  - Copy of your Driver's License
  - o PDF copy of your application (emailed to you shortly after your submittal)

#### Marijuana Business License

- o All applicable state licenses issued by the Dept of Revenue
- Worker permits for all individuals listed on the application
- o PDF copy of your application (emailed to you shortly after your submittal)

#### Home-based Business License

- o Completed <u>Home-based Business Acknowledgement Form</u>
- o PDF copy of your application (emailed to you shortly after your submittal)

## • Mobile Vending

- o Picture of Mobile Vending Unit
- o Copy of Commercial General Liability Insurance
- Copy of Downtown Encroachment Permit (sidewalk carts only)
- Copy of Health Department License (food service only)
- Copy of Driver License
- o PDF copy of your application (emailed to you shortly after your submittal)

### • Out of City Limits Business License

o PDF copy of your application (emailed to you shortly after your submittal)

## • Out of City Limits Plumbing or Electrical Business License

- o Copy of your Master or Journeyman's License from the State of Montana
- Copy of your Driver's License
- o PDF copy of your application (emailed to you shortly after your submittal)