

DO I NEED A LICENSE?

If you are a money making enterprise – yes.

Exceptions:

- Non-Profit Organizations
- People under the age of 18
- Property managers with less than three rental units (does not include vacation rentals)

Business licenses are available at the Stiff Professional Building, located at 20 East Olive Street in downtown Bozeman. Business hours are Tuesday through Friday, 8:00 am to 5:00 pm.

RENEWING YOUR BUSINESS LICENSE

Business licenses are valid for one year and must be renewed annually.

The Department of Community Development will send you a renewal notice as the expiration date of your license approaches. You may also proactively renew your business license prior to expiration. It is your responsibility as the business owner to ensure that your business license remains current.

Business licenses can be renewed in person at the Community Development Office or online at www.bozeman.net/Departments/Community-Dev-/Business-Licenses

HOME BASED BUSINESS

In general, an accessory homebased business is conducted in a way that the average neighbor, under normal circumstances, would not be aware of its existence. This means:

- The business must be clearly secondary in use to the home as a residence and the business cannot be conducted in an accessory structure. The business cannot exceed more than 25 percent of the gross area of the structure.
- No more than one on-premises part time employee, other than occupants of the home.
- The business shall not require internal or external alterations or require material that will change the fire rating of the structure.
- No increase in the use of utilities (water, sewer, garbage) that exceed the average for residences in the neighborhood.
- No outside storage for the business.

- No increase in vehicular traffic by more than one vehicle at a time.
- No use shall create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in a residential area when no home-based business exists.

CHANGING YOUR BUSINESS

Renaming your business? New owner? New location? Contact us at businesslicenses@bozeman.net so we can help update your business license. Depending on the changes, there may be fees or inspections required to make adjustments.



QUESTIONS? NEED MORE INFORMATION? CONTACT:

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