

CITY OF BOZEMAN ALCOHOL LICENSING HELP SHEET



If planning to sell, manufacture, or serve alcohol, a prospective alcohol vendor must comply with each step listed below prior to your business selling, manufacturing, and/or serving alcohol. Some steps may require previous steps to be met (prerequisites), but some can also be done concurrently. We recommend the below order.



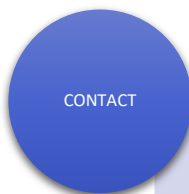
1. STATE ALCOHOL LICENSE - *MT Department of Revenue (DOR)* Processing: 2-3 months

 <p>PREREQUISITES</p>	Contact the State of Montana for prerequisite information.	 <p>ADDITIONAL REQUIREMENTS</p>	Contact the State of Montana for additional requirements.	 <p>CONTACT</p>	mtrevenue.gov, go to Alcohol & Tobacco button at bottom of page.
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2. CITY USE PERMIT - *City of Bozeman Planning Division* Processing: 2-3 months (if applicable)

 <p>PREREQUISITES</p>	Above DOR license required by final approval (can be concurrent process).	 <p>ADDITIONAL REQUIREMENTS</p>	Schedule a Planner-On-Call appointment (30 minutes) to confirm existing permit or begin process.	 <p>CONTACT</p>	www.bozeman.net, go to Government, then Planning.
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3. CITY ALCOHOL LICENSE - *City of Bozeman Finance Department* Processing: 3 weeks

 <p>PREREQUISITES</p>	Steps 1 and 2 (DOR license and City use permit).	 <p>ADDITIONAL REQUIREMENTS</p>	None.	 <p>CONTACT</p>	Finance Department (406) 582-2303
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4. CITY BUSINESS LICENSE - *City of Bozeman Planning Division* Processing: 2-4 weeks

 <p>PREREQUISITES</p>	Appropriate use permit from Step 2.	 <p>ADDITIONAL REQUIREMENTS</p>	Passed Fire and Building inspections.	 <p>CONTACT</p>	www.bozeman.net, go to Government, then Planning, then Business Licenses.
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For questions during any step of the process, please contact the relevant contact listed for that step. For any general questions of the process, contact the City Clerk at (406) 582-2321.