



BUSINESS LICENSE GUIDE

Go to eStop.mt.gov to apply, renew, pay, and manage your eStop Business Licenses online.

It's simple, convenient and secure.

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About eStop Licenses

Simple, convenient and secure services are available online. The eStop Business Licenses Online Service offers certain businesses the opportunity to apply for, renew, pay and manage up to ten different state licenses in one convenient location. This method of licensing is especially convenient for grocery and convenience stores needing multiple license types. Businesses can manage all of their business licenses through a single online process.

eStop Business Licenses

- Montana Lottery
- Retail Food Establishment
- Nursery
- Underground Storage Tanks
- Measuring Devices (Meters)
- Weighing Devices (Scales)
- Tobacco Products
- Alternative Nicotine and Vapor Products
- Off Premise Beer Retail Sales
- Off Premise Wine Retail Sales

Montana License Lookup

The eStop Business License Program handles ten of the hundreds of state licenses. For a comprehensive A to Z list of all Montana licenses visit Montana License Lookup at <http://license.mt.gov>.

Secretary of State

If you intend to transact business in Montana, you will need to contact the Secretary of State's office for more information about registering your business. Call the Secretary of State's office at (406) 444-3665 or visit their website at <http://sos.mt.gov/Business/index.asp>.

eStop Contact Information

Correspondence, applications, payments and any other inquiry can be submitted to the eStop Business License Program:

- **By Phone:** (406) 444-6900;
- **By Mail:** eStop Business License Program, PO Box 8003, Helena, MT 59604;
- **By Fax:** (406) 444-7723;
- **By Email:** DOReStop@mt.gov;
- **In Person:** 340 N Last Chance Gulch, Helena, Montana.

Payment Methods

- Online by e-Check or credit card when you use the eStop Business Licenses Online Service.
- Mail your check made payable to eStop Business Licenses.

Late Fees and Penalties

Licenses are subject to late fees or penalties if your payment is late.

- **Montana Lottery:** A license may be suspended or revoked for failure to maintain the license qualifications pursuant to 23-7-301, MCA.
- **Weighing and Measuring Devices:** Commercial weighing and measuring device licenses are subject to a 50% late fee if not paid within 60 days after the due date and may be removed from service for continued non-payment pursuant to 30-12-203, MCA and 82-15-105, MCA. Farm scales are subject to a 50% late fee if not paid within six months after the due date

- **Nursery:** A firm, nursery, plant dealer, or landscape service failing to renew a license for any location on or before the annual anniversary date shall pay an additional nonrefundable late fee of \$25 for the license for each location pursuant to 80-7-106 (4), MCA.
- **Off-Premise Beer/Wine:** Failure to timely submit your payment in full will result in the initiation of a revocation action against for Beer and/or Wine Off-Premise license pursuant to 16-4-406 and 16-4-407, MCA. Late fees are assessed at 33.33% if one day after the due date, 66.66% if 31 days after the due date and 100% if 61 days after the due date.
- **Retail Food:** A late fee of \$25 is due from any licensee who has failed to submit a license renewal fee prior to the expiration of the licensee’s current license and who operates a retail food establishment governed by this part in the next licensing year pursuant to 50-50-205(2)(a), MCA
- **Tobacco Products:** Selling tobacco products without a valid license will result in penalties and possible seizure of product.
- **Underground Storage Tanks (UST):** UST license fees must be maintained until system closure (i.e. the tanks are removed from the ground) in accordance with Department of Environmental Quality (DEQ) regulations. DEQ Enforcement Division will pursue collection of delinquent license fees and any applicable penalty fees.

License Renewal Information

You will receive a renewal notice from eStop Business License Program when it is time to renew your Master Business License. The notice will list the licenses you currently hold, along with the cost of renewing each license.

- Renew online at eStop Business Licenses Online Service.
- If you choose to renew by mail, be sure to complete the back page of the renewal notice, if applicable. You may submit one check to pay for multiple renewal notices.
 - Mail the completed renewal notice with your payment made payable to eStop Business Licenses, to the Montana Department of Revenue, eStop Business License Program, PO Box 8003, Helena, MT 59604-8003.
 - Deliver the completed renewal notice and payment to the Department of Revenue, eStop Business License Program at 340 N Last Chance Gulch in Helena, MT.

Administrative Rules of Montana and Montana Code Annotated

	Administrative Rules of Montana http://mtrules.org/default.asp	Montana Code Annotated https://leg.mt.gov/bills/mca/index.html
Montana Lottery	Chapter 2	Title 23
Retail Food	Chapter 37	Title 50
Nursery	Chapter 4	Title 80
Underground Storage Tanks	Chapter 17	Title 75
Measuring & Weighing Devices	Chapter 24	Title 30
Tobacco	Chapter 42	Title 16
Alternative Tobacco & Vapor	Chapter 42	Title 16
Off-Premise Beer & Wine	Chapter 42	Title 16

Montana Lottery

Montana Lottery

2525 North Montana Ave Helena, MT 59601

Phone: 406-444-5825

Email: montanalottery@mt.gov

Website: <https://www.montanalottery.com/en/>

Fees

There are three license types available through the Montana Lottery - a traditional retailer license, a Board of Horse Racing/Fantasy Games license and a Sports Wagering license. All three have specific licensing rules and requirements. Your Lottery sales representative will work with you to determine the type of license that best suits your location.

License Type	Application Fee	Renewal Fee
Traditional	\$ 50	\$ 0
Board of Horse Racing / Fantasy Games	\$ 75	\$ 75
Sports Wagering	\$ 50	\$ 0

Becoming a Montana Lottery Retailer is Easy

There are three license types available through the Montana Lottery - a traditional retailer license, a Board of Horse Racing/Fantasy Games and Sports Wagering. All three have specific licensing rules and requirements. Your Lottery sales representative will work with you to determine the type of license that best suits your location.

Montana Lottery is ready to help you through the licensing process. The process begins with submitting an eStop Master Application and the appropriate licensing fee to the eStop Business License Program and submitting a Montana Lottery Retailer Application to the Montana Lottery office. All steps of the application process must be completed in their entirety for a license to be approved. Failure to complete all steps may result in processing delays. Additionally, individuals who apply for a license must submit a completed Personal Data Form which authorizes the Montana Lottery to investigate the applicant's financial background, criminal history and/or any other matter necessary to comply with the Montana Code Annotated.

Once the application is approved, the Montana Lottery Sales Representative will work with the store owner and/or manager to determine terminal and communication equipment placement, Scratch ticket dispensing options, point-of-sale placement, and training needs. The Lottery Retailer must provide prominent space for the terminal(s) and Scratch ticket dispenser(s) at an agreed-upon location in the store. All equipment is provided and maintained by Montana Lottery at no charge to the Lottery Retailer.

Your success is of the utmost importance to us and from day one we offer tools and support that pave the way to increased revenues. We know your time is precious, so we offer free, technical support for all equipment we place, as well as 24/7 hotline support to answer any questions you or your staff may have.

Other important information

- Retailers are bound by and will comply with the rules, regulations, and directives of the Montana Lottery.
- Retailers are responsible for paying each valid winning ticket claim up to \$599.
- Retailers must display the license visibly while ensuring prevention of theft or defacing of the license.
- All Lottery tickets activated for sale by the licensee are considered to have been purchased by the licensee and are the property of the licensee.
- Payments for all Lottery tickets are made by Electronic Funds Transfer (EFT) or in accordance with other directives of the Montana Lottery.

Your checklist to your Lottery license:

- Complete the eStop Master Application and pay the applicable licensing fee.
- Complete the License Application.
- Include the Personal Data Form.
- Include the EFT Authorization and a Voided Check.
- Include a W-9 Form.
- Sign and submit all completed forms and supplemental materials.

For more information on application materials and licensing requirements, please call the Montana Lottery at 406-444-5825.

Retail Food Establishments

Food and Consumer Safety Section
Department of Public Health and Human Services PO Box 202951
Helena, MT 59620-2951
Phone: (406) 444-2415
Email: HHSFCS@mt.gov
Website: <https://dphhs.mt.gov/publichealth/FCSS/RetailFood>

Important Notes

- A separate license is required for each location. Operating without a valid Retail Food Establishment license is in violation of Retail Food law 50-50-201 MCA.
- You must obtain a license with at least one of our partner agencies to qualify for a retail food license.

Fees

Small food establishment	\$85	one or two employees working at any one time
Large food establishment	\$115	more than two employees working at any one time

New Applications, Changes in Ownership, Changes in Location

- Contact a registered sanitarian through your local environmental health office. Contacting your sanitarian early in the eStop Business License application process could save you time and money.
- Provide information requested by the registered sanitarian for review.
- You will need to meet other applicable requirements, such as zoning, business licenses, fire and building code approval.
- Once plans and a pre-opening inspection have been completed and approved, the registered sanitarian will notify the Food and Consumer Safety Section. Then your license will be issued.
- A registered sanitarian must be notified to review and approve any changes in the establishment affecting food menu items, license endorsements, location, ownership or remodeling.

Renewals Without Changes to Existing Licenses

When the registered sanitarian notifies the Food and Consumer Safety Section that your establishment has been reviewed and passed inspection, your license will be renewed.

Montana Code Annotated (MCA)

You can obtain rules from your local environmental health office, the Food & Consumer Safety Section or by going to the website at https://www.leg.mt.gov/bills/mca/title_0500/chapter_0500/parts_index.html.

Nursery

Department of Agriculture Nursery Program
302 N Roberts
Helena, MT 59601
Phone: 406-444-3428
Email: MDANursery@mt.gov
Website: <https://agr.mt.gov/topics/Nurseries>

A nursery license is required for businesses and individuals that distribute, sell or resell nursery stock. A nursery license is required for landscaping and lawn maintenance businesses if the business provides plants, receives payment for the plants, installs new plants or turf. Businesses or individuals who sell or distribute nursery stock at more than one location need a nursery license for each location. The license is valid for one year from the date of issue.

License fees are based on gross annual sales of plant material and/or nursery stock. Payment must be received before the last business day of the license month to avoid a late payment fee.

Fees

Other Fees	Fee
New Business Application Fee	\$ 25
Late Fee	\$ 25
License Category	Fee
Landscape Service	\$150
Sod Farmer	\$220
Nursery: \$5,000 or less gross annual sales	\$ 25
Nursery: \$5,001 to \$75,000 gross annual sales	\$135
Nursery: \$75,001 to \$150,000 gross annual sales	\$200
Nursery: \$150,001 to \$250,000 gross annual sales	\$300
Nursery: \$250,000 gross annual sales	\$400

Definitions

Firm - An individual, company, partnership, association or corporation.

Landscape Service - A firm that buys, sells, or resells nursery stock. "Nursery" means the business or location where nursery stock is grown or offered for sale, resale, or as part of a landscape service

Nursery Stock - Botanically classified plants or parts of plants, including but not limited to tropical potted plants, aquatic plants, cut trees and their products and turf or sod grass. The following plants and plant materials are not considered nursery stock:

- field crop plants and seeds
- pasture grasses
- cut plants not for propagation
- fruits or vegetables for human or animal consumption
- cut trees and products that are going to be processed to a point that they no longer represent a pest risk
- plant debris for disposal or processing

Montana Code Annotated (MCA)

The MCA is located at https://www.leg.mt.gov/bills/mca/title_0800/chapters_index.html.

Underground Storage Tanks

Underground Storage Tank Section (UST)
Department of Environmental Quality (DEQ)
PO Box 200901
Helena MT 59620-0901
Phone: (406) 444-5300
Email: dequstprogram@mt.gov
Website: www.deq.mt.gov/Land/ust

Fees

UST license fees are assessed annually or when a business changes ownership. eStop Business License fees are assessed for as long as the UST system remains in the ground.

\$36 per tank	Capacity equal to or less than 1,100 gallons
\$108 per tank	Capacity greater than 1,100 gallons

Notification of Underground Storage Tanks

- Owners and operators of locations with underground or above ground storage tanks having underground piping must register each tank with the DEQ using a notification form and apply for an eStop Business License using a Master Application.
- Tanks that do not need to be licensed with the eStop Business License Program but must be included on the DEQ UST notification form include diesel exhaust fuel (DEF) and oil/water separator tanks.
- If the owner/operator does not know if a tank should be licensed through the eStop Business License Program, they should contact DEQ UST before completing an eStop Master Application.

Forms

Important Note: A notification form for Underground Storage Tanks MUST be submitted to DEQ within 30 days for new tank installation, new facility, or for any changes to ownership, operator or facility information.

Forms are available at the DEQ UST website at <http://deq.mt.gov/Land/ust/forms>.

- For a new facility and/or tank, complete the New Facility or Changes to Facility/Tank or Found Tanks form.
- For an ownership change, complete the Amended or Change of Owner form.

Administrative Rules of Montana (ARM)

UST ARMs are found at <http://deq.mt.gov/DEQAdmin/dir/legal/Chapters/ch56-toc>.

Weighing and Measuring Devices (Scales and Meters)

Weights and Measures Program Department of Labor and Industry PO Box 200516
Helena, MT 59620-0516
Phone: (406) 443-8065
Email: DLIBSDW&M@mt.gov
Website: <http://bsd.dli.mt.gov/weights-and-measures>

Licenses are required for all weighing and measuring devices used by businesses or individuals to weigh or measure any commodity that is bought or sold by weight or volume. For example, weighing devices at a store used to weigh candy, meats, fruits, etc.; or measuring devices used to measure the volume of gasoline, diesel, propane or other products being sold.

All weighing and measuring devices sold and installed in Montana must have a National Type Evaluation Program (NTEP) Certificate of Conformance number and must be placed into commercial service by a registered repair agency. The 'Placed in Service' report must be completed by a registered repair technician and submitted to the Weights and Measures Program prior to the issuance of an eStop Business license. On the eStop Master Application form, indicate each device type to be licensed and the total number of devices.

Fees

Fees shown are per each individual device

Measuring Devices (Meters)

PA	\$21	Retail meters	Manufacturers rated delivery less than or equal to 20 gallons per minute
PB	\$70	High speed retail/ wholesale meters	Manufacturers rated delivery 21 to 130 gallons per minute
PC	\$83	Wholesale meters	Manufacturers rated delivery greater than 130 gallons per minute
PD	\$102	LPG (propane) meters	

For gas pumps, "meters" refers to the actual number of measuring chambers, not the number of hoses or cabinets. If you have any questions about the correct number of gasoline or diesel measuring devices at your location or their manufacturers rated delivery, please contact either the company that installed the meters or the Weights and Measures Program at (406) 443-8065.

Weighing Devices (Scales)

SA or S1	\$20	Manufacturers listed capacity 0 - 499 pounds
SB or S2	\$33	Manufacturers listed capacity 500 - 1,999 pounds
SC or S3	\$64	Manufacturers listed capacity 2,000 - 7,999 pounds
SD or S4	\$165	Manufacturers listed capacity 8,000 - 60,000 pounds
SE or S5	\$280	Manufacturers listed capacity greater than 60,000 pounds

Weighing Devices are divided into two categories – On-Farm (S1, S2, S3, S4, S5) and Standard Commercial (SA, SB, SC, SD, SE). On-Farm weighing devices are scales located on a farm or ranch and used primarily by the farmer or rancher to weigh farm commodities such as grains, hay, livestock or produce. Standard Commercial weighing devices are located at non-farm, commercial establishments, such as retail and wholesale businesses.

Montana Code Annotated

The Montana Code Annotated for weighing and measuring devices is at:
https://leg.mt.gov/bills/mca/title_0300/chapter_0120/parts_index.html and
https://leg.mt.gov/bills/mca/title_0820/chapter_0150/parts_index.html

Tobacco Products & Alternative Nicotine or Vapor Products

Department of Revenue
Business and Income Tax Division, Miscellaneous Tax Unit PO Box 5805
Helena, MT 59604-5805
Phone: (406) 444-6900
Email: DORBITMISCTax@mt.gov
Website: <https://mtrevenue.gov/liquor-tobacco/tobacco/>

Fees

Tobacco Products		
Retailer - Tobacco	\$ 5	For businesses that sell tobacco products to the consumer. A tobacco retailer's license is required for each physical location where tobacco products are sold over the counter or through a vending machine.
Retailer - Vendor	\$ 5	For businesses that own and operate fewer than 10 cigarette vending machines.
Vendor	\$50	For businesses that own and operate 10 or more cigarette vending machines.
Wholesaler	\$50	For wholesale distribution businesses that purchase and affix tax stamps to cigarettes and offer to sell tobacco products to licensed subjobbers, retailers or vendors.
Subjobber	\$50	For wholesale distribution businesses that purchase stamped cigarettes from licensed wholesalers and offer to sell tobacco products to a licensed retailer or vendor.
Alternative Nicotine or Vapor Products		
Retailer	\$ 5	For businesses that sell alternative nicotine or vapor products, an alternative nicotine or vapor product retailer's license is required for each physical location where alternative nicotine or vapor products are sold.

Note: Fees are assessed annually.

Upon receipt of your completed eStop Master Application (Form MA), the Department of Revenue may request additional information about your distribution and sales of tobacco and alternative nicotine or vapor products.

Fair-Trade Laws

Montana is a fair-trade state. To sell cigarettes in Montana, you first need to verify that the manufacturer has provided the base cost, before taxes or discounts, to the Department of Revenue and that the department has established the wholesale and retail minimum price. The minimum price list can be found on our website at <https://mtrevenue.gov/liquor-tobacco/tobacco/>.

Master Settlement Agreement

Montana is a signatory of the National Tobacco Master Settlement Agreement (MSA). Tobacco product brands sold in Montana are required to be approved by the Department of Justice. Licensed retailers, vendors, subjobbers or wholesalers cannot stamp or sell cigarettes and roll-your-own tobacco from manufactures that do not participate in the Tobacco MSA. Information about Montana's MSA is available on our website at <https://mtrevenue.gov/liquor-tobacco/tobacco/>.

Stamping Equipment

The department purchases tax stamps from Meyercord Company. You can call Meyercord about stamping equipment at (630) 682-6200.

Reporting Requirements

Tobacco product tax payments and returns are due monthly to the Montana Department of Revenue. Tax returns and tax stamps are managed by the department's Miscellaneous Tax Unit. If you have questions, call (406) 444-6900.

Administrative Rules of Montana

Administrative Rules of Montana for tobacco products are at <http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=42%2E31>.

Off-Premises Beer and Wine License

Alcoholic Beverage Control Division (ABCD) Department of Revenue
PO Box 1712
Helena, MT 59624-1712
Phone: (406) 444-6900
Email: DORAlcoholicBeverageControl@mt.gov
Website: <https://mtrevenue.gov/liquor-tobacco/>

Important Note

You must obtain a retail food license to maintain an off-premises beer and/or wine license.

Fees

Processing Fee (non-refundable)	\$200
Beer	\$200
Wine	\$200
Beer and Wine	\$400

Off-Premises Beer and Wine Application

Please complete the eStop master Application and submit to the eStop Business License Program. Additionally, complete the ABCD Application Guide and Checklist and forms required to process your Off-Premises Beer and Wine License Application and submit to ABCD. Additional information is available on our website at <https://mtrevenue.gov/liquor-tobacco/liquor-licenses/off-premises-retail-licenses/>.

Forms and Information

The fillable forms listed below are available on the Department of Revenue website Forms Directory at <https://app.mt.gov/myrevenue/Endpoint/Directory?type=SiteMenu> or by calling the department at (406) 444-6900.

- Alcoholic Beverage Control Division Authorization to Disclose Tax Information, (LIQ-AUTH). Form is to be completed by the SELLER, (if applicable) and the buyer of the business. The entity and individuals that have an ownership interest of 15% or more must complete the request form and return with the application.
- Personal/Criminal History Statement (Form 10) accompanies Fingerprint Cards for all managers, owners, officers, directors and non-institutional sources of funds.
- Fingerprint Cards. Contact your local law enforcement agency to get your fingerprints done. This form is not available on our website. You must submit a set of fingerprint cards for every individual involved in ownership or management.
- Alcohol, Tobacco, Tax and Trade Bureau Alcohol Dealer Registration form TTB F 5630.5d is available at <https://ttb.gov/forms/f56305d.pdf>.

Montana Code Annotated

The Montana Code Annotated for off-premises beer and wine licenses is located at https://www.leg.mt.gov/bills/mca/title_0160/chapters_index.html