

Instructions for Applying for a Business License

1. All business licenses must be approved by the Town Council during a Town Council Meeting where a quorum is present. Town Council meetings are regularly held at 7:00 PM on the first and third Tuesday of each month in the West Yellowstone Courtroom. **Applicants are encouraged to attend the meeting at which their application will be discussed.**
2. Business license applications must be accompanied by a parking plan **drawn to scale** on the grid which is attached to this application and must detail adequate parking according to the Off-Street Parking Ordinance, Chapter 17.42 of the West Yellowstone Municipal Code. The parking plan must show the parking and layout of the entire lot. A copy of the Off-Street Parking Ordinance will be provided upon request. The only exception to this rule is if there is no change of use for the property. (i.e. A new retail store replaces an existing retail store.) All parking plans must be approved by the Building Official prior to the approval of the license. If in doubt, contact the Building Official at 646-7609.
3. Business license applications and parking plans must be submitted to the Town Offices no later than 5:00 PM on the Friday preceding the next Council meeting.
4. The fee for a basic license is \$50.00 per year. There is also an additional per-unit fee for businesses such as motels, snowmobile rentals, RV parks, etc. There is an additional fee of \$25.00 for operating a different type of business from the same location. See the Town Clerk to determine exactly what your license will cost. All licenses expire on May 31 of each year and must be renewed by July 1 of that year.
5. Most businesses, with the exception of contractors, realtors, service type businesses, etc., are required to collect a 3% resort tax on all sales and post the \$500.00 resort tax bond when they purchase their first business license. Resort tax remittances are due at the Town Offices on the 20th day of the month following the month the tax was collected. Remittance forms are available at the Town Offices.
6. For further assistance, contact the Town Offices at 646-7795, P.O. Box 1570, 10 S Faithful, West Yellowstone, MT, 59758.



Town of West Yellowstone Business License Application

Business Name:

Applicant:

Contact Person:

Mailing Address:

Physical Address:

Phone Number:

Fax Number:

Signature of Property Owner of Record: _____

Subdivision:

Block:

Lot:

Zoning District, please mark one:

B-3 Central Business District (Old Town)

B-4 Expanded Business District (Grizzly Park)

E-2 Entertainment District (Grizzly Park)

PUD Planned Unit Development (Grizzly Park)

Residential Districts, Home Occupations Only (Mad Add)

Type of Business; please explain in detail (i.e. how many units, seating capacity, etc.):

Off-Season Address (if applicable):

Business License Fee: \$ _____

Resort Tax Bond: \$ _____

Total Amount Due: \$ _____

Signature of Applicant

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Approved by Town Council: _____

Date _____ Check # _____ Amount\$ _____ License # _____

Site Plan

Business Name:

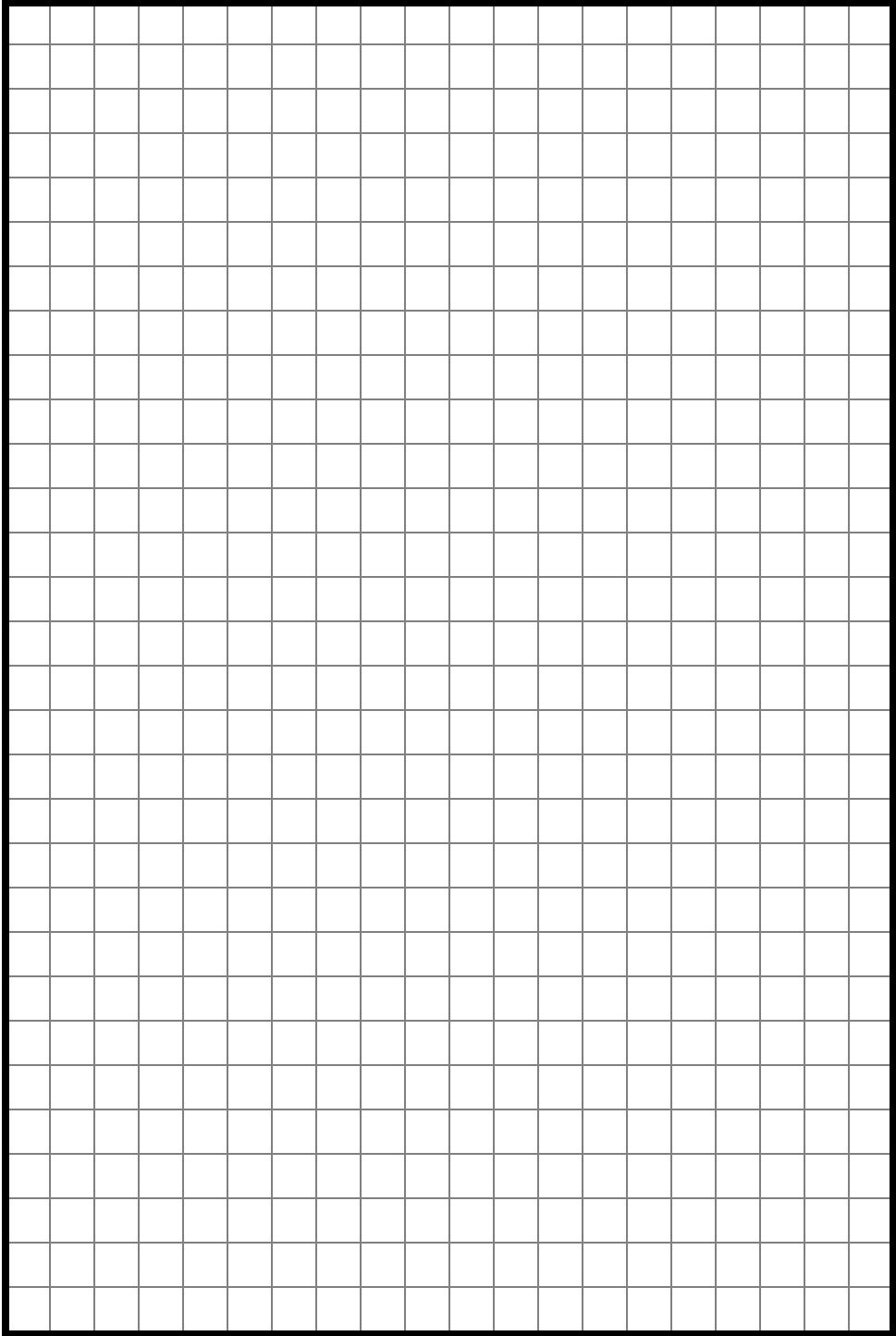
Business Owner:

Business Street Address:

Block:

Lot:

Subdivision:



Scale: 1 inch = 20 feet

Note: This grid represents a standard Town lot, 100 feet by 150 feet.

