Montana Small Business Development Center NETWORK

SBDC START-UP SERIES: LICENSING 101

About the Montana SBDC

The Montana Small Business Development Center (SBDC) Network is a strategic partnership between the Montana Department of Commerce, U.S. Small Business Administration, regional economic development organizations and institutions of higher education.

The Montana SBDC Network consists of ten centers throughout the state that provide free, confidential, one-on-one business counseling and low-cost training programs to small businesses and entrepreneurs.

The SBDCs are dedicated to helping small businesses throughout Montana achieve their goals of growth, expansion, innovation and success. Our Network combines the resources of federal, state and local organizations with that of the education system and private sector to meet the specialized and complex needs of the small business community.

Visit www.sbdc.mt.gov and contact the SBDC nearest you to learn more about what counseling services and training programs are available in your area.

"How do I license and register my small business?"

This is a simple question with a not-so-simple answer. Depending on the type of business and form of business structure, businesses will all have different licensing and registration requirements. The good news is, we've put together a list of main contacts to get you started in navigating the licensing and registration requirements specific to your business. If you get lost or overwhelmed at any point, give your local SBDC Business Advisor a call and they'll help guide you through the process.

- **Montana Secretary of State's Office:** Business Services Division
  (406) 444-3665 | http://www.sos.mt.gov/business | sosbusiness@mt.gov

  Contact For: *Application for Registration of Assumed Business Name, Business Entity Filings (including Articles of Organization, Articles of Incorporation, Certificate of Domestic/ Foreign Limited Partnership, etc.) and Annual Reports*

- **Montana Department of Labor and Industry**: Business Standards Division
  (406) 841-2300 | http://bsd.dli.mt.gov | dlibsd@mt.gov

  Contact For: *Professional & Occupational Licensing*

- **Montana Department of Labor and Industry:** Employment Relations Division
  (406) 444-7734 | http://erd.dli.mt.gov

  Contact For: *Independent Contractor Exemption Certificate, Construction Contractor Registration*

- **Montana Department of Revenue**: One-Stop Business Licensing
  (406) 444-6900 | doronestop@mt.gov

  Contact For: *Food Purveyor, Tobacco Retail and Wholesale, Off-Premise Beer & Wine, Nursery, Petroleum Dealer, Weighing Device, Underground Storage Tank Licenses*

- **Montana Association of Counties (MACo):** City/County Contact Information
  (406) 449-4360 | http://www.mtcounties.org

  Contact For: *Most cities and counties in Montana have their own specific licensing and registration requirements for businesses. Call or visit the MACo website for your city/county contact information.*

- **Montana Department of Agriculture:** Licensing and Registration
  (406) 444-4900 | http://agr.mt.gov/agr/business/licensing | agr@mt.gov

  Contact For: *(Licenses) Commodity Dealer, Feed Program, Fertilizer Dealer, Nursery, Pesticide Applicator, Pestcide Dealer, Private Pesticide Applicator, Produce, Seed Dealer (Registrations) Alfalfa Leaf, Cutter Bee, Honey Bee, Feed Product, Fertilizer Product, Pesticide Product (Certifications) Organic, Noxious Weed Seed Free Forage, Potato, and Export Certifications*

A-Z Index of State of Montana Licenses:
http://license.mt.gov

MONTANA DEPARTMENT OF COMMERCE

SBA U.S. Small Business Administration

AMERICA'S SBDC ACCREDITED MEMBER

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