



**City of Whitefish**  
**418 E. 2<sup>nd</sup> Street**  
 PO Box 158  
 Whitefish, MT 59937  
 Phone: 406-863-2400 Option 1

# BUSINESS REGISTRATION APPLICATION

customerserviceclerk@cityofwhitefish.org

**FEE ATTACHED** \_\_\_\_\_

I (we), the undersigned, hereby make application to register a business within the city of Whitefish.

Type of Application:	
<input type="checkbox"/> New Business	<input type="checkbox"/> Change of Location
<input type="checkbox"/> Change of Business	<input type="checkbox"/> Change of Owner
Business Name:	Phone:
Business Address:	
Mailing Address:	
City, State, Zip:	
Date Business will Commence:	
Owner/Manager of Business:	
Email Address:	
Emergency Contact Name/Phone Number:	
Type of Business (check one): Retail Wholesale Service Professional Transient Non-Profit	
Other (describe):	
Nature of Business (If retail sales or personal services, please list specific items to be sold or services offered)	
Gross Square Footage of Business:	
Business Located on the Ground Floor (Yes/No):	
Business Located Inside or Outside of the City Limits:	
Who will be Reporting the Resort Tax?	

The applicant agrees that a business registration pursuant to this application is subject to all the terms and conditions of the Whitefish Municipal Code, and the ordinances and resolutions pertaining thereto, and the applicant hereby agrees to be bound by said terms and conditions, and this registration is nontransferable, except that the applicant may apply to have the registration transferred to a different business site upon paying the necessary transfer fee. The applicant agrees to not conduct, operate, transact, engage in or carry on any industry, trade, pursuit, profession, vocation, entertainment or business until the business registration is issued. The applicant further certifies that the information given by the applicant is correct to the best of his/her knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Business Registration Fee Schedule** <sup>1</sup>

**Categories by Gross Business Square Footage** <sup>2</sup>

<b>Business Type</b>	<b>0-499 square feet</b>	<b>500-1,999 square feet</b>	<b>2,000-5,999 square feet</b>	<b>6,000-9,999 square feet</b>	<b>Over 10,000 square feet</b>
General & Professional:	\$80/ year	\$110/year	\$140/year	\$170/year	\$200/year

**Additional Fees When Applicable:**

Transfers	\$40
Late Fee: Renewal	\$40
Reinspection Fee:	\$55
<b>After the Fact Application Fee</b>	Equivalent to Applicable Annual Business Registration Fee
No show Fire Inspection Fee	\$55

<sup>1</sup> New registrations issued after July 1 shall be assessed at ½ the regular rate.

<sup>2</sup> Gross business square footage means the sum of all floor space in square footage, including sales area, office, maintenance, inventory and all other space used in the operation of the business in the City, whether enclosed in a structure or not, except employee and customer parking.

Ordinance: A-420 (11-1-82); Amd. Ord. 89-9 (10-2-89); Amd. Res. 91-31 (8-13-91); Amd. Res. 93-2 (1-19-93); Amd. Res. 18-09 (2-5-18); Amd. Res. 21-47(11/15/21); Ord 23-29 (1-3-24) Amd. Res. 23-41 (11-20-23)

----- **For City Staff Use Only** -----

**Filing Date:** \_\_\_\_\_ **Amount Paid:** \_\_\_\_\_

**Building Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Zoning Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Marshal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disposition:**  
     **Approved**      **Denied**      **Date:** \_\_\_\_\_

**Registration Denied (reason):** \_\_\_\_\_

**Appeal Filed (date):** \_\_\_\_\_ **Council Action:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Resort Tax:** Yes \_\_\_\_\_ No \_\_\_\_\_