



Dan Bucks
Director

Montana Department of Revenue



Brian Schweitzer
Governor

MEMORANDUM

To: Dan Bucks, Director

From: Steve Austin, Citizen Services and Resource Management Administrator

Date: December 1, 2009

Subject: One-Stop Licensing

Currently 5,576 business entities with 6,828 locations participate in the One-Stop Licensing Program administered by the Department of Revenue. This program makes it convenient for these businesses to apply for their business licenses on one master application and reduces their costs of complying with the business licensing requirements.

During the 1997 Legislative Session, Montana lawmakers enacted House Bill 391, and created the "Montana Small Business Licensing Coordination Act." This act provides one-stop shopping for businesses to acquire the majority of their business licenses from one central location. The idea centered around convenience stores and grocery stores that have multiple business licenses administered by numerous agencies, but is also used by other business types as well. Through the One-Stop Licensing Program businesses can apply and pay for their business licenses using a single application, thereby streamlining the process and cutting the costs of compliance. The program is designed to create efficiencies not only for the business owner, but also for state government by coordinating the process for applying, paying and renewing business licenses with the Department of Revenue. The administration of the individual license type resides with the particular agency and they are billed for the services the Department of Revenue provides based on the licenses issued.

A Board of Review, chaired by the Director of the Department of Revenue, meets quarterly to provide policy direction to the One-Stop Licensing Program. The board includes a member appointed by the President of the Senate, a member appointed by the Speaker of the House and members appointed by the directors of the departments of Agriculture, Environmental Quality, Labor and Industry, Livestock, Public Health and Human Services, Revenue and Justice.

As previously described, businesses can apply for their business licenses on one application form and submit payment either by check or credit card. The annual renewal process is also a snap. The Department of Revenue sends annual renewal forms listing the licenses a business currently holds.

Businesses select the licenses to renew and complete the renewal form. This form can be mailed or faxed to the Department of Revenue or businesses can even call the department and complete the renewal process by telephone.

Today, the following licenses are administered through the One-Stop Licensing Program.

Licenses

- Tobacco Products License and Off-Premise Beer/Wine License – Department of Revenue
- Food Purveyor License - Department of Public Health and Human Services
- Nursery License - Department of Agriculture
- Underground Storage Tank License - Department of Environmental Quality
- Weighing and Measuring Device Licenses (Scales and Meters) - Department of Labor and Industry

By The Numbers (as of November 2009)

- Number of business entities participating in the One-Stop Licensing Program – 5,576
- Number of business locations participating in the One-Stop Licensing Program – 6,828
- Number of business licenses issued in the past year – 6,649
Note: A master business license can include multiple license types.
- Number of new business licenses issued in the past year – 674
- Number of new business licenses issued in the past year by type:
 - Underground Storage Tank – 45
 - Food Purveyor – 65
 - Meters – 70
 - Off-Premise Beer/Wine – 71
 - Tobacco Products – 133
 - Nursery – 140
 - Scales - 150