

The licensee is responsible for notifying the department once the alteration project is complete and, unless licensee attests that no building permit is required, for ensuring the department receives notification of building, health, and fire code approval for the premises.

On-Premises: You are not permitted to make alterations that would result in new entrances within 600 feet of a church or school on the same street.

Section 4 – Required Documents

- Current Floor Plan - The floor plan must show the area currently licensed, using approximate dimensional measurements, including external dimensions and general layout.
- Proposed Floor Plan - The floor plan submitted must include all areas of the proposed licensed area, including approximate measurements, external dimensions, and overall layout. For more detailed instructions, refer to the [Floor Plan Specifications Fact Sheet](#) for guidance.
- Proof of possessory interest in new area (if adding additional square footage)

Section 5 – Declaration and Affidavit

I declare under penalty of false swearing that I am either an owner of the license or the duly authorized representative of the entity submitting this application, and that the responses and accompanying information are true, correct, and complete.

Licensee/Authorized Signature _____ Date

M	M	D	D	Y	Y	Y	Y
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Printed Name of Licensee/Authorized Signer _____ Title (Owner) _____

Email or mail completed form to

DORAlcoholicBeverageControl@mt.gov

Montana Department of Revenue
Alcoholic Beverage Control Division
PO Box 1712
Helena, MT 59624-1712

Questions? Call us at (406) 444-6900, Montana Relay at 711 for the hearing impaired, Fax: (406) 444-0722