



Montana Board of Barbers and Cosmetologists

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Licensing Requirements and Application Checklist for a Salon

License Requirements for a Salon

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Building structure meets all applicable local and state building code requirements and other requirements found in [24.121.1301 SALONS/BOOTH RENTAL](#), [24.121.407 PREMISES AND GENERAL REQUIREMENTS](#), [24.121.1501 PREMISES SANITATION](#), [24.121.1505 RESTROOMS 37-31-302](#), [37-31-312](#), MCA
2. Residential salons shall have outside entrances with doors, and a separate restroom within the confines of the salon that is not available for the personal use of the residents.

Checklist of Required Documents to Submit for Application for a Salon

The following documents and additional forms are required in addition to the basic application.

- Blue print or detailed floor plan indicating the complete layout of the salon and scaled dimensions, to include (appropriate to type of Salon) all entrances and exits; the dispensary area, shampoo area, reception area, location of restrooms showing sinks and toilets, stations & chairs, retail areas, sinks, manicuring area and electrology room or area.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

Application Fee(s) for a Salon

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$85 Active application fee [24.121.401 FEES](#)
- \$150 Inspection Fee

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.