



## Montana Board of Funeral Service

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## Licensing Requirements and Application Checklist Crematory

### License Requirements for Crematory

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

#### **New Crematory (physical location has never been licensed to anyone as a crematory)**

1. Designate a crematory operator-in-charge - [[MCA 37-19-702\(3\)](#), [ARM 24.147.1101\(1\)\(b\)](#)]
2. Description of the type of the facility and type equipment to be used in the operation of the crematory - [[MCA 37-19-703\(1\)\(a\)](#)]
3. The following requirements must be met to operate - [[ARM 24.147.1101\(6\)](#)]
  - all employees licensed (either as a crematory operator or crematory technician);
  - have floors and walls constructed of an impervious material to allow cleaning and disinfection;
  - maintain the crematory and all related cremation equipment in a sanitary manner;
  - conduct appropriate maintenance and safe operation of equipment;
  - post signs near telephones and in the vicinity of the retort to direct staff to call 911 in a fire or other emergency;
4. Obtain any necessary local, state, and federal permits or licenses, including but not limited to business, zoning, building codes, air quality, and water quality - [[MCA 37-19-703\(8\)](#), [ARM 24.147.1101\(7\)](#)]
5. Have procedures to ensure proper authorization to cremate and identification per [ARM 24.147.1101\(8\)](#).
6. Obtain a temporary license - [[MCA 37-19-703\(5\)](#), [ARM 24.147.1101\(3\)\(c\)](#)]
7. Pass an initial inspection - [[MCA 37-19-703\(5\)](#), [ARM 24.147.1101\(3\)\(c\)](#)]

#### **Existing Crematory with Change in Ownership**

*ARM 24.147.302(1): "Change in ownership" means when more than 50 percent of the equitable ownership of a mortuary, branch establishment, crematory, or cemetery is transferred to one or more persons or any other legal entity, in a single transaction or in a related series of transactions".*

1. All the requirements listed in 1-7 above under "New Crematory" requirements.
2. Publish notice of the change of ownership in a newspaper of general circulation in the county within 30 days of the change of ownership. The notice must be published for no less than one week. Notice must contain all the information listed in [ARM 24.147.407\(3\)](#).

#### **Existing Crematory Transferring License to New Location**

1. All the requirements listed in 1-7 above under "New Crematory" requirements.
2. Termination of services at the original address. Two facilities cannot operate under the same license number - [[ARM 24.147.407\(1\)\(c\)](#)]

### Checklist of Required Documents to Submit for Application for Crematory

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

**New Crematory (physical location has never been licensed to anyone as a crematory)**

- Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. It is up to you to request official verification from those states and jurisdictions. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- Signed [Temporary Permit Application](#) form
- Signed [Owner Information and Designation of Crematory Operator-in-Charge](#) form
- Signed [Structure and Equipment](#) form
- 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.).

**Existing Crematory with Change in Ownership**

- Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. It is up to you to request official verification from those states and jurisdictions. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- Signed [Temporary Permit Application](#) form
- Signed [Owner Information and Designation of Crematory Operator-in-Charge](#) form
- Signed [Notice of Change of Ownership](#) form
- Proof of publication of change of ownership in the county newspaper per the requirements in [ARM 24.147.407\(3\)](#)
- 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.).

**Existing Crematory Transferring License to New Location**

- Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. It is up to you to request official verification from those states and jurisdictions. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- Signed [Temporary Permit Application](#) form
- Signed [Notice of Change of Address/Relocation](#) form
- 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 Crematory**

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

- \$544 application fee
- \$290 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.