



PLANNING & COMMUNITY DEVELOPMENT DEPT.  
BUILDING DIVISION  
2 PARK DRIVE SOUTH  
P.O. BOX 5021,  
GREAT FALLS, MT 59403-5021  
406.455.8430 • WWW.GREATFALLSMT.NET

Permit #: \_\_\_\_\_

## SIGN PERMIT APPLICATION (Complete all applicable items)

Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Electrical Contractor

For projects that include electrical work outside the cabinet a separate electrical permit will need to be pulled and inspected prior to project finalization and sign placement.

Electrical Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**\*\* INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED \*\***

### WALL SIGNS

**Application Requirements:** A complete application includes the following

- Site Plan:** A site plan, neatly drawn to scale with a north arrow, showing locations of proposed signs.
- Detailed Sketch:** A detailed sketch of sign structure with dimensions in linear feet of sign, distance from roof line, method of attachment, substrate sign is being attached to, and any electrical information.

### Project Information

(Height x Length = Area)

New

Reface

Electrical

Wall Sign 1: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Wall Sign 2: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Wall Sign 3: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Building wall dimensions of all sides to establish total square feet of building for allowable signage ( H x L ) - *Not needed for refaces*

North Wall: \_\_\_\_\_ x \_\_\_\_\_

East Wall: \_\_\_\_\_ x \_\_\_\_\_

South Wall: \_\_\_\_\_ x \_\_\_\_\_

West Wall: \_\_\_\_\_ x \_\_\_\_\_

For projects that include electrical work an electric permit will need to be pulled for an inspection before sign placement and installation.

## FREESTANDING / MONUMENT

**Application Requirements:** *A complete application includes the following*

1. **Site Plan:** A detailed site plan, neatly drawn to scale with a north arrow, street names, boulevard widths, property lines, existing utilities, locations of existing signage and location of proposed sign with setback distances to property lines.
2. **Detailed Sketch:** A detailed sketch of sign structure with dimensions, height, footings, and any electrical information.
3. **Footings Plan:** Provide a footing plans only showing system of support and attachment.
4. **Engineering Design Plans, if applicable:** Engineering design is required for all new freestanding signs.

### Project Information

(Height x Length = Area)

**New**

**Reface**

**Electrical**

Sign 1: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Sign 2: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

**For projects that include electrical work an electric permit will need to be pulled for an inspection before sign placement and installation.**

## BILLBOARD

**Application Requirements:** *A complete application includes the following*

1. **Site Plan:** A detailed site plan, neatly drawn to scale with a north arrow, street names, boulevard widths, property lines, existing utilities, locations of existing signage and location of proposed sign with setback distances to property lines.
2. **Detailed Sketch:** A detailed sketch of sign structure with dimensions, height, footings, and any electrical information.
3. **Footings Plan:** Provide a footing plans only showing system of support and attachment.
4. **Engineering Design Plans, if applicable:** Engineering design is required for all new billboards.
5. **State MDT Permit Application, if applicable:** Include a filled out state MDT permit application for all new billboards.

### Project Information

(Height x Length = Area)

**New**

**Reface**

**Electrical**

Billboard: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Height of Pole: \_\_\_\_\_ Distance from Right-of-Way: \_\_\_\_\_

**For projects that include electrical work an electric permit will need to be pulled for an inspection before sign placement and installation.**

**Note:** The applicant must at all times after issuance of the sign permit remain in compliance with Title 17, Chapter 60, of the Official City Codes of Great Falls and comply with the premise owner's allocation of signage space amongst the tenants should there be multiple tenants housed on the premise.

**PROPERTY OWNER IS RESPONSIBLE FOR MAINTENANCE OF ALL PROPERTY SIGNAGE.**

I hereby certify that the information on this application is correct and the construction on, and the occupancy of the described property will be in accordance with the laws, rules, and regulations of the State of Montana. **A written letter of authorization from the property owner, if other than the applicant, shall be submitted indicating knowledge of the applicant's intent.**

**\*APPLICANT WILL BE BILLED FOR PLAN REVIEW FEE IF APPLICATION IS DEEMED ABANDONED AFTER 180 DAYS.**

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Print Name

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Permit Entered By:

Fees Due:

Zoning Approval:

Building Dept. Approval: