



**Planning & Community Development  
 Building Safety Division**  
 2 Park Drive South  
 P.O. Box 5021  
 Great Falls, MT 59403  
 406-455-8430

<b>For Office Use Only:</b> Date Received: _____
Permit #: _____
Zoning: _____

**SIGN PERMIT APPLICATION**

**(Complete all applicable items)  
 One Application Per Sign Type**

**Address Location of Sign:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_ City \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**SIGN CONTRACTOR:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PROJECT INFORMATION:**

Height of Sign \_\_\_\_\_ Dimensions of Sign: \_\_\_\_\_ Sign Sq. Footage: \_\_\_\_\_

Any sign(s) to be removed? No  Yes  If yes, which one(s): \_\_\_\_\_

**PLEASE CHECK TYPE OF SIGN:**

Wall  Roof  Awning  Freestanding  Projecting  Off-Premise  Reface Only

Is sign electrical: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, electrical contractor name: \_\_\_\_\_

Multi-Tenant building: Yes  No  **If Yes, then multi-tenant agreement required.**

Building wall dimensions of all sides to establish total square feet of building for allowable signage: (H X L)

North Side Wall: \_\_\_\_\_ South Side Wall: \_\_\_\_\_

East Side Wall: \_\_\_\_\_ West Side Wall: \_\_\_\_\_

Frontage Length: \_\_\_\_\_ Parapet Wall Height: \_\_\_\_\_

**NOTE: Please fill out backside of this application.**

**Confirm the following documents have been provided:**

- 1. A detailed plot plan, neatly drawn to a scale of 1" = 20 ft.; and of sufficient clarity, showing streets, boulevard widths, property lines, locations of existing signage and location of proposed sign with setback distances to property lines.
- 2. Provide **two (2) sets** of footing plans only showing dimensions of proposed sign and system of support and attachment. Include an illustration with dimensions of proposed sign.
- 3. Engineering design is required for all free standing signs unless the Building Official determines it is not necessary due to the nature of the sign structure.
- 4. Off-premise applications shall include square footage of all signs on the premise upon which the sign is erected. Maximum size of an off-premise sign is two hundred (200) square feet.

**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 Signature

\_\_\_\_\_  
Property Owner – print name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Applicant - print name

\_\_\_\_\_  
Date

**Staff Only:**

**Date Applicant Notified of Application Not Being Complete:** \_\_\_\_\_

**Date Which Omitted Material was Submitted:** \_\_\_\_\_

**Review Comments:** \_\_\_\_\_

**STAFF NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Permit Entered By:</b>	<b>Fees Due:</b>	<b>Design Review Approval</b>	<b>Building Dept. Approval</b>