



SIGN PERMIT APPLICATION

Community Development Department,
 Building Division
 316 North Park Avenue, Room 435
 Helena, MT 59623

: Phone: 406-447-8438
 : Fax: 406-447-8460
 : Website: helenamt.gov

OFFICE USE ONLY			
Application #:		Sign Contract Value: \$	
Date Issued:		Foundation Cost: \$	
Permit Cost:		Electrical Sign:	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Note: If Yes, a separate Electrical Permit is required.)</small>

PROJECT INFORMATION	
Location of Sign/Address:	
BUSINESS OWNER INFORMATION	
Name:	
Email:	
Phone Number:	
SIGN CONTRACTOR INFORMATION	
Sign Contractor:	
Contact:	
Email:	
Phone Number:	

SIGNS MUST BE INSTALLED IN ACCORDANCE WITH CITY CODE TITLE II ZONING, CHAPTER 23 SIGNAGE.

I, the undersigned hereby apply for a permit to erect the sign(s) described herein, and agree to conform with all provisions of the sign code. I hereby attest that the information provided above is true and accurate. I understand that any misrepresentation of such information may result in the invalidation of this permit. I have read the above instructions and fully understand my obligations under this permit.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

APPLICANT'S PRINTED NAME: _____

SUBMITTAL REQUIREMENTS
Email plans to: rowsey@helenamt.gov or tdupree@helenamt.gov
Plans must include the following:
<input type="checkbox"/> Site plan (for any new monument or freestanding signs) <input type="checkbox"/> Engineered foundation plans (for any new monument or freestanding signs) <input type="checkbox"/> Plans for how the sign will be anchored to the wall or roof <input type="checkbox"/> Dimensions and Elevations <input type="checkbox"/> Existing building façade sq. ft. and percentage of façade to be taken up by sign and elevation <input type="checkbox"/> Any variances, Conditional Use Permits, or Encroachments that apply to the property



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WALL SIGNS

Existing Wall Signs to Remain: (width by height = area)

Wall sign 1: _____ x _____ = _____

Wall sign 2: _____ x _____ = _____

Wall sign 3: _____ x _____ = _____

Building façade square footage: _____ % of façade occupied by signs: _____

New/Additional Wall Signs: (width by height = area)

Wall sign 1: _____ x _____ = _____

Wall sign 2: _____ x _____ = _____

Wall sign 3: _____ x _____ = _____

Building façade square footage: _____ % of façade occupied by signs: _____

FREESTANDING/MONUMENT SIGNS

Freestanding/Monument Signs to Remain: (width by height = area)

NOTE: Please also provide the height of the pole or support.

Sign 1: _____ x _____ = _____ Height of Pole: _____

Sign 2: _____ x _____ = _____ Height of Pole: _____

Panel add/change on existing freestanding/monument sign: _____

Existing panel(s) dimensions: _____ x _____ = _____

Proposed panel(s) dimensions: _____ x _____ = _____

New Freestanding/Monument Signs to Remain: (width by height = area)

NOTE: Please also provide the height of the pole or support, and engineering foundation plans are required.

Sign 1: _____ x _____ = _____ Height of Pole: _____

New panel sizes on a new freestanding/monument sign: _____ x _____ = _____

New panel sizes on a new freestanding/monument sign: _____ x _____ = _____

Changeable copy sign (manual or electric) that is part of a freestanding or monument sign? Yes No

OTHER SIGNS

NOTE: Please describe the sign type and size (marquee, under marquee, awning, projecting).

Type of sign: _____ Dimensions: _____ x _____ = _____

Changeable copy sign (manual or electric) not part of a freestanding or monument sign? Yes No

Encroachment agreement if necessary: _____