



PUBLIC WORKS DEPARTMENT
520 4TH STREET
HAVRE, MT 59501
406-265-4941

Date Submitted: _____

Permit #: _____

SIGN PERMIT APPLICATION

Address/Name of Project: _____	
Applicant: _____	Mailing Address: _____
Phone: _____	Email: _____
Property Owner: _____	Mailing Address: _____
Phone: _____	Email: _____
Sign Contractor: _____	Mailing Address: _____
Phone: _____	Email: _____

PROJECT INFORMATION

Height of Sign: _____ Dimension of Sign: _____ X _____ Sign Total Sq. Ft.: _____

To find square footage:

Inches: Multiply L (length) times W (width) times F (number of faces) and divide total by 144 = Sq. Ft.

Example: 96" (L) X 48" (W) X 2 (Double face sign)/144 = 64 Sq. Ft.

Feet: Multiply L (length) times W (width) times F (number of faces) = Sq. Ft.

Example: 8' (L) X 4' (W) X 1 (Single face sign) = 32 Sq. Ft.

PLEASE CHECK TYPE OF SIGN

Ground ☐ Wall ☐ Roof ☐ Projecting ☐ Window ☐ Temp/Banner ☐ Reface Only ☐

Is sign electrical? Yes ☐ No ☐

If Yes, please provide the following:

Electrical Contractor: _____ Phone: _____

Note: The applicant must at all times after issuance of the sign permit remain in compliance with Title 4, Chapter 6, of the Official City Code of Havre and comply with the premise owner's allocation of signage amongst the tenants should there be multiple tenants housed on the premise.

Note: Please fill out the backside of the application

Agreement

I hereby state that the above is correct. I recognize that the approval of plans, issuance of a permit, or subsequent inspection approvals shall not be construed to allow violations of the code or other ordinances or laws enforced by the City of Havre. I consent to provide entry to inspectors as set forth in the building code and to request inspections as required. All materials, drawings or documents submitted for this permit become public record and may be released to the public. By signature below the signatory certifies and declares that he/she is either the Owner or the Authorized Agent of the owner of the Property.

Printed Name of Property Owner

Signature of Property Owner

Date

Printed Name of Applicant

Signature of Applicant

Date

PROJECT CHECKLIST AND REQUIREMENTS

<u>N/A</u>	<u>Yes</u>	
	☐	SIGN PERMIT APPLICATION
	☐	ONE (1) COPY OF SITE PLAN
	☐	ONE (1) COPY OF SCALED DRAWINGS AND ELEVATIONS OF EACH SIGN
	☐	COLORED GRAPHICS/PICTURES OF NEW AND/OR CHANGE OF COPY SIGN(S)
☐	☐	FULL/DETAILED INVENTORY OF EXISTING AND PROPOSED SIGNS
☐	☐	ONE (1) COPY OF BUILDING FLOOR PLANS
☐	☐	ONE (1) COPY OF BUILDING ELEVATIONS INDICATING LOCATIONS OF WALL SIGNS
☐	☐	DESIGN REVIEW BOARD/BOARD OF ADJUSTMENTS LETTER OF APPROVAL
☐	☐	COMPREHENSIVE MASTER SIGN PLAN
☐	☐	ELECTRICAL PERMIT # AND/OR PHOTOMETRIC DRAWING FOR EXTERIOR SIGN LIGHTING
		Exterior lighting to include:
☐	☐	(a) Photometric drawing to include lighting layout, foot candles at property lines and regular intervals and fixture mounting height
☐	☐	(b) Lightinig fixture catalog sheets

SITE PLAN REQUIREMENTS

<u>N/A</u>	<u>Yes</u>	<u>Please show the following on the site plan:</u>
	☐	1. North Arrow
☐	☐	2. Clearly idicate scale used in site plan (1" = 20" minimum)
☐	☐	3. Names of street and cross streets - All rights-of-way including alleys
☐	☐	4. Location of access to your site
☐	☐	5. Existing public rights-of-way & easements: access, utility, etc. - include location and size
		NOTE: Signs & structures are not allowed in public rights-of-way & easements
☐	☐	6. Visibility Obstruction Triangle(s)\
☐	☐	7. Boundaries and dimensions of property and property corners identified on site
☐	☐	8. Locations of existing and proposed grund sign(s)
☐	☐	9. Distance from property line to proposed ground sign(s)
☐	☐	10. Property frontage dimensions
☐	☐	11. Locations of existing and proposed buildings and structures
☐	☐	12. Building frontage dimensions

APPLICANT WILL BE RESPONSIBLE FOR PLAN REVIEW FEE IF APPLICATION
IS DEEMED ABANDONED AFTER 180 DAYS

PROPERTY OWNER IS RESPONSIBLE FOR MAINTENANCE OF ALL PROPERTY SIGNAGE

OFFICE USE ONLY

Remarks and Special Conditions: _____

Application Accepted By: _____	Plans Reviewed By: _____	Plan Review Fee: \$ _____	Permit Fee: \$ _____
Permit Entered By: _____		Fee due: _____	