



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

SITE PLAN REQUIREMENTS

- | <u>N/A</u> | <u>Yes</u> | |
|--------------------------|--------------------------|---|
| | | <u>Please show the following on the site plan:</u> |
| | <input type="checkbox"/> | 1. North Arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Clearly indicate scale used in site plan (1" = 20" minimum) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Names of street and cross streets - All rights-of-way including alleys |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Location of access to your site |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Visibility Obstruction Triangle(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Boundaries and dimensions of property and property corners identified on site |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Locations of existing and proposed ground sign(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Distance from property line to proposed ground sign(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Property frontage dimensions |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Locations of existing and proposed buildings and structures |
| <input type="checkbox"/> | <input type="checkbox"/> | 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: \$ _____
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Permit Entered By: _____ Fee due: _____