

## SIGN PERMIT PROCEDURE

A sign application is required when a sign is placed, constructed, erected, or modified on a property. All signs must be consistent with the requirements of the [Bozeman Municipal Code \(BMC\) 38.560](#). To obtain a sign permit, this worksheet and associated [checklist items](#) must be completed along with an electronic submission for a Building Permit. Apply for the building permit using the [online portal](#). Once the building permit application has been approved and paid, a link will be emailed to the applicant to upload plans via ProjectDox.

- [Worksheet 1](#): Allowable Building Sign Area (required for all permits)
- [Worksheet 2](#): Allowable Unit Sign Area (if multiple units within building)

## PROJECT

Project Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_

## PROPERTY OWNER

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## APPLICANT

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## BUSINESS OWNER

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## SIGN CONTRACTOR (BUSINESS LICENSE NAME)

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## ELECTRICAL CONTRACTOR (BUSINESS LICENSE NAME)

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**APPLICATION CHECKLIST****Must be included in your Online permit submission**

1. Submit full color plans for each sign clearly labeled by ID to correspond with the sign details section below.
2. Sign construction cross section details: Cabinet, individual channel letters, push through lettering, vinyl, etc.
3. Sign illumination details: Internal illumination or indirectly lighting. If indirect lighting, provide fixture cutsheets.
4. Sign mounting details: Detail of proposed hardware.
5. Scaled site plan detail showing sign location, site vision triangles, setbacks, easements, and water and sewer lines (free standing signs only).
6. Color exterior photographs of each facade of the building with signs existing to remain (called out) and new proposed signs overlaid into the photograph (signs depicted must be as close as possible to the actual size to be installed on the building).

**SIGN DETAILS****SIGN #1: SIGN ID** \_\_\_\_\_

	Dimensions in ft.	Area (sq feet)	Max Height
Freestanding:	_____ (l) x _____ (w) = _____	_____	_____
Projecting/Blade/Awning:	_____ (l) x _____ (w) = _____	_____	_____
Wall:	_____ (l) x _____ (w) = _____	_____	_____

Does sign project over right of way?    Yes    No

Value of Sign: \_\_\_\_\_

**SIGN #2: SIGN ID** \_\_\_\_\_

	Dimensions in ft.	Area (sq feet)	Max Height
Freestanding:	_____ (l) x _____ (w) = _____	_____	_____
Projecting/Blade/Awning:	_____ (l) x _____ (w) = _____	_____	_____
Wall:	_____ (l) x _____ (w) = _____	_____	_____

Does sign project over right of way?    Yes    No

Value of Sign: \_\_\_\_\_

**SIGN #3: SIGN ID** \_\_\_\_\_

	Dimensions in ft.	Area (sq feet)	Max Height
Freestanding:	_____ (l) x _____ (w) = _____	_____	_____
Projecting/Blade/Awning:	_____ (l) x _____ (w) = _____	_____	_____
Wall:	_____ (l) x _____ (w) = _____	_____	_____

Does sign project over right of way?    Yes    No

Value of Sign: \_\_\_\_\_

# SIGN PERMIT WORKSHEET

SIGN #4: SIGN ID \_\_\_\_\_

	Dimensions in ft.	Area (sq feet)	Max Height
Freestanding:	_____ (l) x _____ (w) = _____	_____	_____
Projecting/Blade/Awning:	_____ (l) x _____ (w) = _____	_____	_____
Wall:	_____ (l) x _____ (w) = _____	_____	_____

Does sign project over right of way?    Yes    No

Value of Sign: \_\_\_\_\_

## CERTIFICATIONS AND SIGNATURES

No building or other structures shall be erected, moved, added to or structurally altered without valid permits. This worksheet is to be completed for all development proposes which need building permits, pursuant to section [10.02.010, BMC](#). This worksheet must be completed and approved by the appropriate authorities prior to permit issuance. Worksheets will not be accepted without signatures or the proper forms filled out. Incorrect information provided in conjunction with this worksheet may result in the delay or revocation of building and/or occupancy permits. Information on Appeals of Administrative Actions can be found in section [38.250.030, BMC](#).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## CONTACT US

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# WORKSHEET 1

## ALLOWABLE BUILDING SIGN AREA WORKSHEET

### CALCULATE SIGNAGE ALLOWED FOR BUILDING ([BMC 38.560.060](#))

Do you have a comprehensive sign plan? Yes No

Zoning District: \_\_\_\_\_ [Find Your Zoning District](#)

Do you have off-street parking in front of your building? Yes No

A. Allowed sq. ft. per linear foot of building frontage, First 25 feet: \_\_\_\_\_ (A)

B. Allowed sq. ft. per linear foot of building frontage &gt; 25 feet: \_\_\_\_\_ (B)

Length of Building Front (ft): \_\_\_\_\_ [Building Frontage Defined](#)Less first 25 Feet: \_\_\_\_\_ **25** x (A Value) \_\_\_\_\_ = \_\_\_\_\_ (C)

Remaining Frontage: \_\_\_\_\_ x (B Value) \_\_\_\_\_ = \_\_\_\_\_ (D)

Allowable Sign Area for Building (sq. ft.): \_\_\_\_\_ (C &amp; D Values)

#### Max Allowable Sq Ft.

#### Results Cannot Exceed the Max Below:

B-1/RO = 80/Building

B-2/B-2M = 400/Lot

All other Zones = 250/Lot

For buildings with more than one frontage, you can attach more than one worksheet to your application

# WORKSHEET 2

## FOR MULTI-TENANT BUILDINGS ONLY

## ALLOWABLE UNIT SIGN AREA WORKSHEET

### FOR MULTI-TENANT BUILDINGS

Do you have a comprehensive sign plan? Yes No

A comprehensive sign plan is a plan submitted by a property owner or manager to Planning that allocates sign area to individual tenants and dictates design requirements and sign placement requirements. If you do not know if a comprehensive sign plan exists for your space, you can reach out to the property owner or manager. These plans are also on file with the Planning Division. Reach out to 406-582-2260 if you have questions. Please refer to [BMC 38.560.080](#) for code reference.