



City of Whitefish  
 Planning & Building Dept  
 418 E 2<sup>nd</sup> St | PO Box 158  
 Whitefish, MT 59937  
 Phone: (406) 863-2410

File #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Intake Staff: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Acct #: 1000 101000 341064  
 Date Complete: \_\_\_\_\_

## Sign Permit Application

**SELF ESTIMATED FEE ATTACHED \$** \_\_\_\_\_ **SIGN DISTRICT:** \_\_\_\_\_  
(see fee schedule on pg 3) (see map & link on pg 4)

### A. PROJECT INFORMATION

Name of Business (requesting to place the sign): \_\_\_\_\_

Location Address (where sign will be placed): \_\_\_\_\_

**Conditions:** \*\*Please initial next to each condition, signifying your acknowledgement and adherence.\*\*

- \_\_\_\_\_ It shall be the applicant's responsibility to become familiar with the Whitefish sign regulations and to ensure that the proposed sign fully complies with such regulations.
- \_\_\_\_\_ All free-standing and ground-mounted signs shall have a landscaped area around the base of the sign. The landscape area shall contain living landscape materials consisting of shrubs and/or perennial ground cover plants placed throughout the landscape area.
- \_\_\_\_\_ Multiple Businesses on a Single Development Site require a master site plan and other additional documentation. See Section B. Application Contents for further information.

I, the undersigned, hereby apply for a permit to erect the sign(s) described herein and agree to conform with all regulations of City of Whitefish Municipal Code and Sign Ordinance. I understand that the permit is for the sign only. Any structural, foundation, or electrical work requires a separate permit. I hereby attest that the information provided above is true and accurate; and I understand that any misrepresented or inaccurate representation of information may result in the invalidation of this permit.

**This permit becomes null and void if the sign(s) authorized by this permit are not installed within 180 days from the permit's date of issuance.**

\_\_\_\_\_  
 Owner's Signature\*\*

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

**B. APPLICATION CONTENTS**

**Attached ALL ITEMS MUST BE INCLUDED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- One (1) printed copy or one (1) electronic copy of the application and supplemental materials.
- Sign Permit Application
- An aerial site plan showing the dimensions of the property, building location, driveway(s) and other relevant features, including the proposed location of the signs(s) on the site and/or on the building and any data on existing signs remaining on site.
- Scaled drawing of the individual sign(s) showing specifications of the individual sign(s) showing the height, size, dimensions, materials, colors, structural supports, landscaping, lighting, and electrical components and the total square footage for each sign(s) face.
- Multiple Businesses On a Single Development Site:*** A master sign plan will be required for all multi-use buildings and commercial developments containing more than one tenant and/or building that will be kept on file with the city. The property owner must submit a letter stating the allowable square footage per tenant. The master sign plan must be approved prior to issuance of a building permit for all new buildings, additions or renovations. The master sign plan is assigned to the address of the multi-use or commercial center and does not move with the individual tenants.

**C. OWNER/APPLICANT INFORMATION**

**OWNER(S) OF RECORD:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICANT (if different than above):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**SIGN CONTRACTOR / INSTALLER:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**D. DESCRIPTION OF PROJECT:**

SIGN TYPE	OLD	NEW	DIMENSIONS in FT	TOTAL AREA IN SF	BUILDING FRONTAGE LINEAL FEET	NOTES / PREVIOUS PERMIT & TAG NUMBER (IF APPLICABLE)
Ground Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
Projecting Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
Wall / Building Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
Wall / Building Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
Wall / Building Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
Wall / Building Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
_____ Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
_____ Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
_____ Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
_____ Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
_____ Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			

**FEE SCHEDULE**

**Size of Sign**

0-25 square feet  
 26-50 square feet  
 51 square feet and over  
 "After the Fact" permit

**Base Fee**

\$100 + \$5 per square foot  
 \$165 + \$5 per square foot  
 \$230 + \$5 per square foot  
 Double the Permit Fee

[Sign District Link](#)

