

Requirements: Electronic copies of a site plan and this signed application, in .pdf, .jpg or .tiff formats should be uploaded through the Citizen Access portal: <https://services.billingsmt.gov/citizenaccess/>. 1) Create a login in 2) Create a Personal Account 3) Apply for PERMIT 4) Select TEMP SIGN PERMIT for the permit type. 5) Complete Application. 6) Select PAY FEES. Call (406) 657-8247 if you have any questions.

Name of business applying for permit: _____ Date: _____

Address: _____

Drawing or Photo Submitted:

1. Proposed site location of temporary sign. Yes ___ No ___
2. All other existing signs on property. Yes ___ No ___

Temporary sign to be valid from _____ to _____

Owner of temporary sign: _____

Address: _____ S.F. Area of sign: _____

Office Use
Fee \$16.00

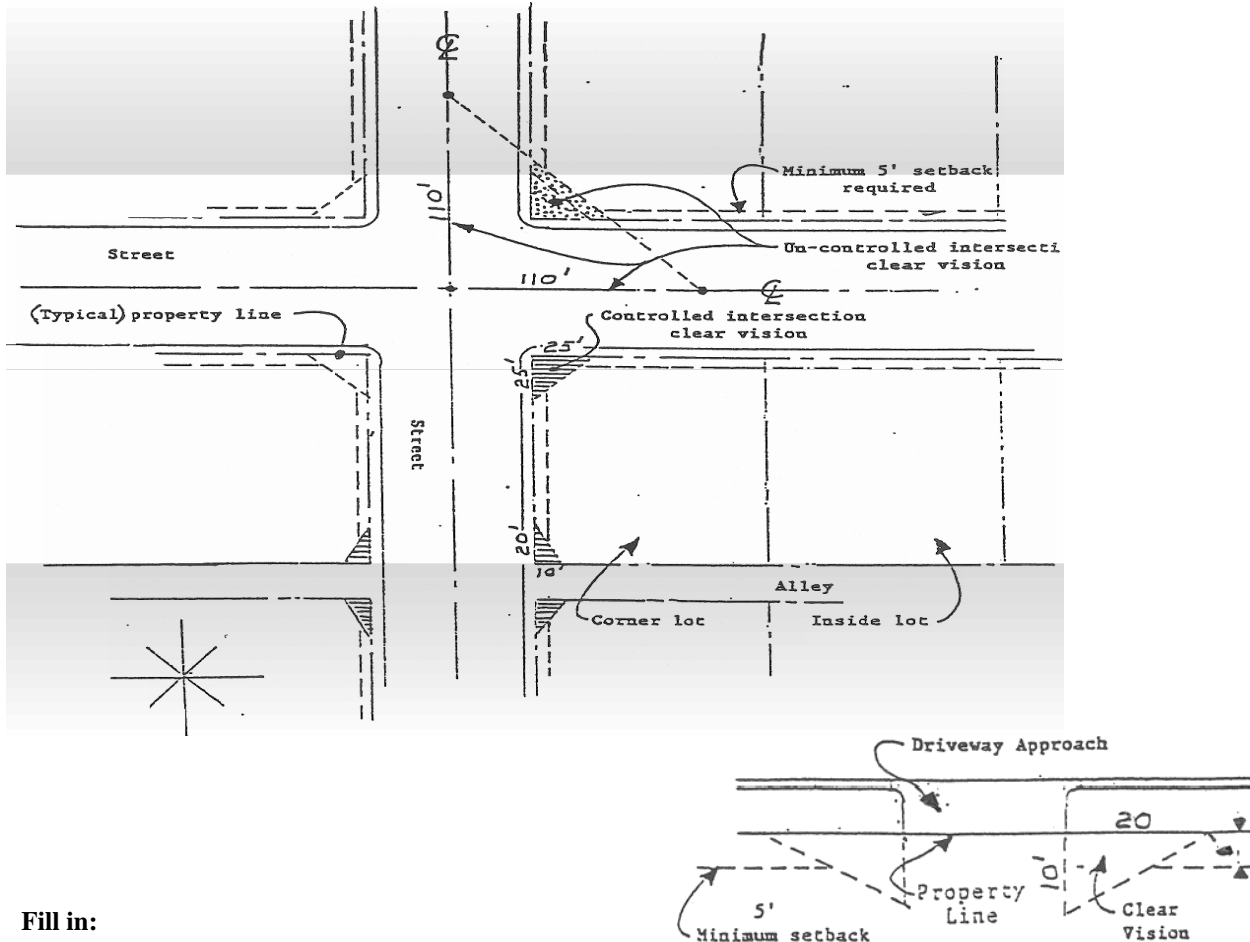
Permit #: _____

Project #: _____

Permit Fee: _____

Permit Issued By: _____

TEMPORARY SIGN APPLICATION SKETCH



Fill in:

1. Approx Bldg. location on lot.
 2. Proposed temp. location
 3. Driveway approach location
 4. Indicate North arrow
 5. Indicate any existing temp. sign
- Within 150' of proposed sign.



Note: Temporary sign is not allowed in setback or clear vision zones.