



2825 3rd Ave N, 4th Floor

Billings, MT 59101

Phone: (406) 657-8246—(406) 657-8247—(406) 247-8676—(406) 247-8610

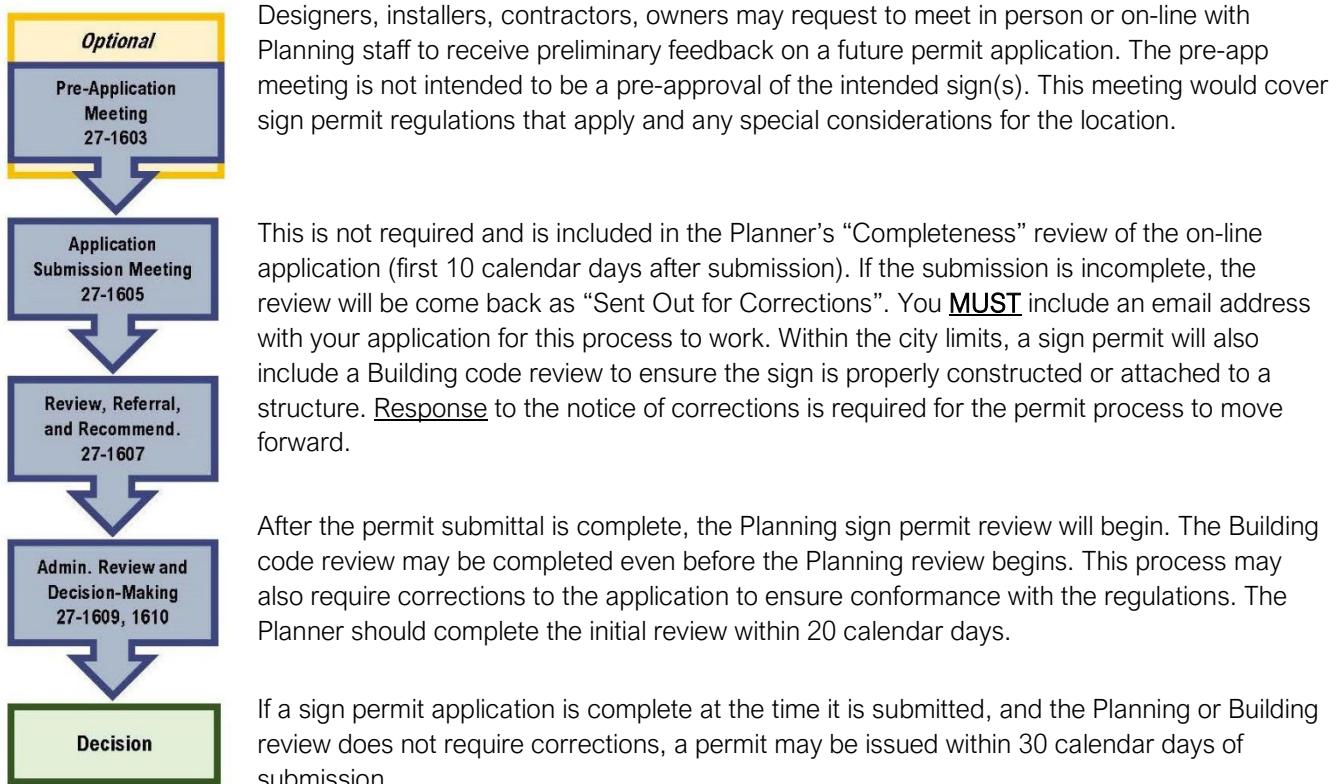
Email: plnonline@billingsmt.gov

Hours: 8 am to 5 pm Mon--Fri

SIGN PERMIT USER'S GUIDE

Sign Permits are required in the City of Billings and in the County zoned areas around the city limits. This Guide is intended to provide information on the permit review process and comprehensive instructions on how to prepare and submit a sign permit for review and eventual approval.

Sign Permit process flow chart ([City Code Section 27-1622](#)) ([County Zoning Code](#) Sec 27-1621)



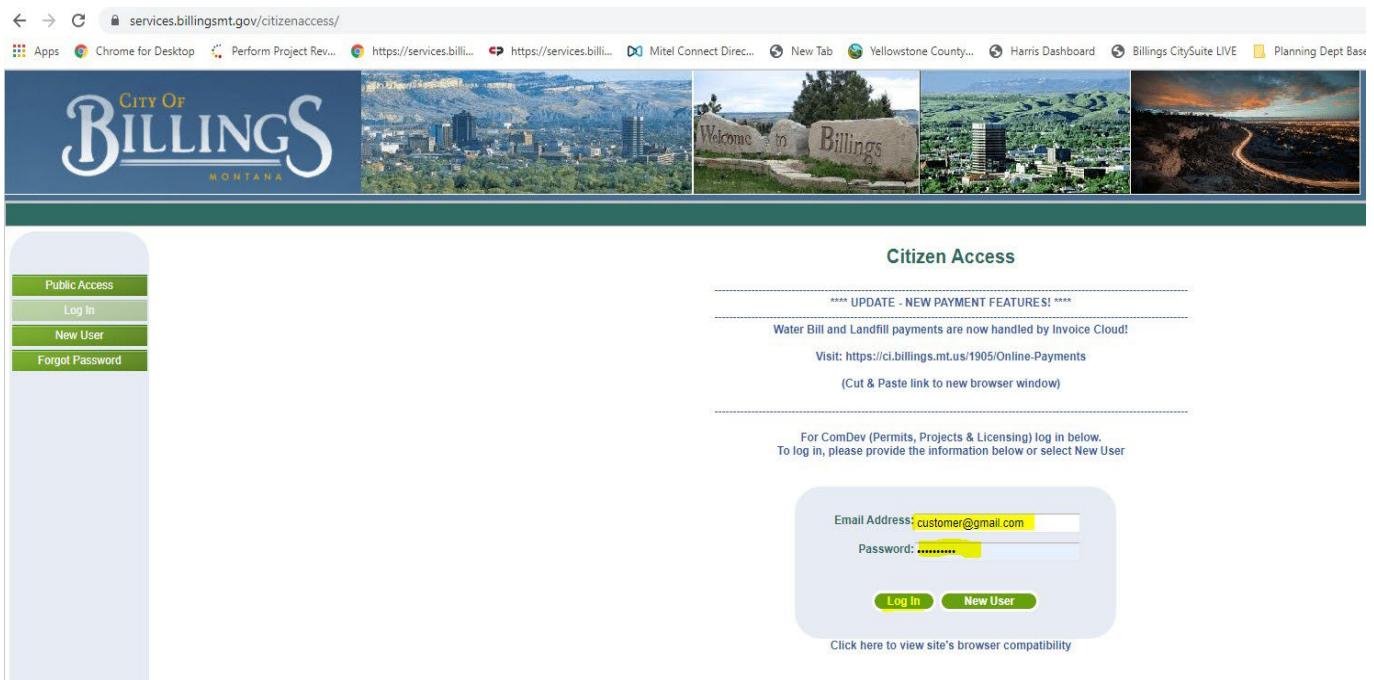
Some sign types or modifications are exempt from permitting but still require compliance with other parts of the Sign Code. ([City Code Section 27-1402](#)) ([County Zoning Code](#) Sec 27-1402) All sign permits must be submitted on line through the Citizen Access Portal. This ensures the timely and accurate processing of your permit request. Our permit process has been updated. Here are items you will need to prepare in advance of submitting an application on line.

- Confirm the location, address, & zoning district of the project site. Please use the [County Interactive Zoning Map](#) to find this information. This site is maintained for the Planning Division and has the most up-to-date and accurate information. The County maintains several other maps that may also be useful, but for zoning and permitting the linked Zoning map above is the one to use for permitting purposes. Want to confirm zoning? call (406) 657-8247 or send an email to plnonline@billingsmt.gov .
- Prepare a site plan accurately showing where each sign will be placed on the ground or attached to a building. This is a two-dimensional plan, with signs labels (A, B etc.) that will correspond to the sign graphic label. Freestanding signs must also show setbacks from property lines (from the leading edge of the sign for pole signs) and any clear vision areas that apply to driveways, alleys and streets. Please consult [Section 27-1404](#) on how to measure signs. Clear Vision areas are covered in City Code [Section 27-1802.H](#). Insert this site plan on the provided application template for later uploading to the on line permit. Clear vision and sign measurements are the same in the city and county sign codes.
- Prepare a sign graphic showing the sign placement on the building façade or an elevation of the freestanding sign. This graphic should also include dimensions of the proposed sign(s), the type of sign (monument, pole, wall, projecting, roof, awning, canopy etc.), the sign label (A, B etc.) that corresponds to the site plan, and for freestanding signs whether it has one or two sign faces. Place the sign graphic on the provided template for later uploading to the on line permit.
- For City sign permit applications, prepare a graphic showing the Building code compliant attachment to a structure for all attached signs, or a foundation and construction drawing for all freestanding signs. Please contact the city Building Division at permits@billingsmt.gov for details on requirements for sign permits.
- For any EMD sign, city or county, download and have the owner/operator of the EMD complete the acknowledgement paperwork. Save this document as a digital file for later uploading to the on line permit. The EMD sign regulations are found in the City Code at [27-1405.C](#) and in the [County Zoning Code](#) at 27-1405.C.

NEW PROCESS REQUIREMENT (Dec 11,2023): ALL signs on a single property or for a single tenant in a multi-tenant building will be submitting on ONE permit application. The system has been updated to no longer limit the number of signs per permit application. Each sign or group of signs will be submitted using the template provided and uploaded as attachments. MULTIPLE sign permit applications submitted by the same applicant, for the same property or for the same project or tenant will be rejected. ALL SIGNS ARE TO BE SUBMITTED AS ONE APPLICATION.

Visit the Citizen Access to begin the permit application process: <https://services.billingsmt.gov/citizenaccess/>

At the login screen, enter your credentials in the boxes provided and click the “Log In” button:



services.billingsmt.gov/citizenaccess/

Public Access

Log In

New User

Forgot Password

Citizen Access

**** UPDATE - NEW PAYMENT FEATURES! ****

Water Bill and Landfill payments are now handled by Invoice Cloud!

Visit: <https://ci.billings.mt.us/1905/Online-Payments>
(Cut & Paste link to new browser window)

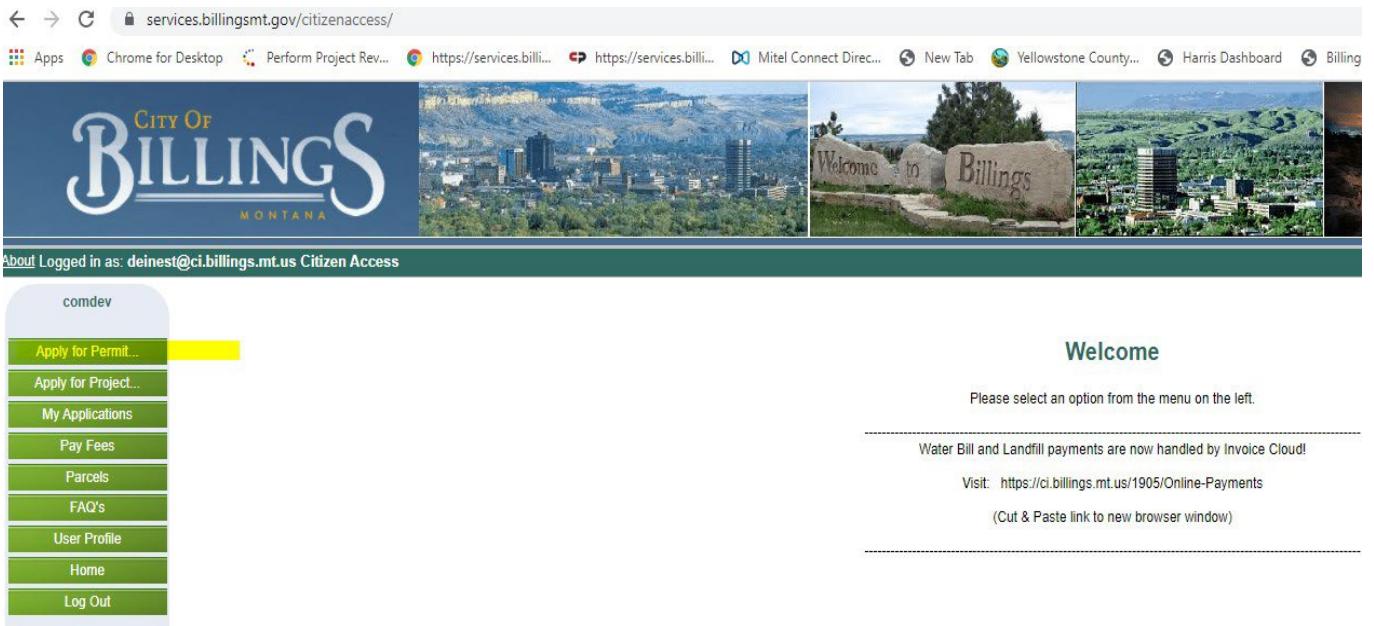
For ComDev (Permits, Projects & Licensing) log in below.
To log in, please provide the information below or select New User

Email Address: Password:

Log In New User

Click here to view site's browser compatibility

After successfully logging in, click on the “Apply for a Permit...” button to proceed:



services.billingsmt.gov/citizenaccess/

About Logged in as: deinest@ci.billings.mt.us Citizen Access

comdev

Apply for Permit...

Apply for Project...

My Applications

Pay Fees

Parcels

FAQ's

User Profile

Home

Log Out

Welcome

Please select an option from the menu on the left.

Water Bill and Landfill payments are now handled by Invoice Cloud!

Visit: <https://ci.billings.mt.us/1905/Online-Payments>
(Cut & Paste link to new browser window)

Start entering your permit details. When finished, Click Next.

← → C services.billingsmt.gov/citizenaccess/

Apps Chrome for Desktop Perform Project Rev... https://services.bill... https://services.bill... Mitel Connect Direc... New Tab Yellowstone County... Harris Dashboard



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Apply for Permit... (highlighted)

Apply for Project...

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Permit Application -> Summary

Details

Project Name:

Short Description of activity:

Permit Type:

Applicant Type:

Primary Party: Tammy Deines

Dates

Submit Date: 09/27/2021

Message

Enter Permit Details

Back Cancel Help Next Finish

Project Name-Enter the permit address and business name if it applies.

Short Description of Activity: Enter your permit request : Sign for xx business, front yard fencing, etc.

Permit Type: Use the drop down and choose the permit type

Applicant Type: Use the drop down and choose the applicant type.

About Logged in as: husman@billingsmt.gov Citizen Access

comdev

Apply for Permit... (highlighted)

Apply for Project...

My Applications

DO NOT USE

Parcels

FAQ's

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Log Out

Permit Application -> Summary

Details

Project Name: Testing the sign permit system

Short Description of activity: Signs

Permit Type:

Applicant Type:

Primary Party: Karen Husman

Dates

Submit Date: 01/25/2023

Message

Enter Permit Details

Back Cancel Help Next Finish

This is the screen where the permit will be tied to an actual piece of property. When entering information on this screen to search for properties, remember that “less is more”. We used the City Hall building and the address can be found by entering the address number (210) and the street (27) Notice there is no extra information entered before clicking on the “Search” button.

Search results are displayed below. We'll click on the first result returned to pick the City Hall building. Clicking on the search result listed in the previous screen will insert that information into the permit application. CLICK NEXT TO PROCEED.

CITY OF BILLINGS MONTANA



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- [Apply for Project...](#)
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- [Parcels](#)
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Permit Application > Parcel

Parcels

Add Parcel/Address

Location by: Parcel Address

Street Number: 210

Street Name: 27

Suffix (St,Ave,etc):

City: BILLINGS State Code: MT

Zip:

Message

Add primary location. You can add secondary locations if need be (not common)

CITY OF BILLINGS MONTANA



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Permit Application > Parcel

Parcels

Add Parcel/Address

Location by: Parcel Address

Street Number: 210

Street Name: 27

Suffix (St,Ave,etc):

City: BILLINGS State Code: MT

Zip:

Message

Add primary location. You can add secondary loc

Select Address

Owner	Address Line1	Address Line2	City	State	Zip
CITY OF BILLINGS THE	210 N 27TH ST		BILLINGS	MT	59101
NORTHERN PLAINS RESOURCE CNCIL	210 S 27TH ST		BILLINGS	MT	59101

On the next screen, enter the permit application specifics.



Logged in as: cromwelln@billingsmt.gov Citizen Access

comdev

Permit Application -> Specifics

Attributes

Prompt

Clear Vision Area

Value: Driveway and Alley

Is this a Marijuana related business?

Is this a Sexually Oriented business?

Related CE Case Number (if exists)

Total Square Feet (ALL SIGNS)

Additional Comments (if needed)

City Zoning

VALUATION

(CBD - Central Business District)

Message

Enter values for all fields

Back Cancel Help Next Finish

The permit specifics has changed. Please note you will need to enter just one number for all sign area, and no information on the sign types. Each sign or group of signs will have specifics and detailed entered into a template and be uploaded as an attachment.

Permit Application -> Specifics

Attributes

Prompt

Clear Vision Area

Is this a Marijuana related business?

Is this a Sexually Oriented business?

Related CE Case Number (if exists)

Total Square Feet (ALL SIGNS)

Additional Comments (if needed)

City Zoning

VALUATION

Message

Enter values for all fields

Click NEXT to transition to the next screen.

Permit Application Documents: Use this screen to upload the required documents listed. Each sign or group of signs needs to be entered into the required template and then uploaded to the permit application. You may give these documents a name, e.g. "attached signs" or "monument and access point signs" etc. Extraneous documents such as screenshots of the zoning map, Google photos, etc. will not be considered part of the permit submission. Sign graphics or site plans not inserted to the template, or non-use of the template will result in a finding of an "incomplete" application and will be returned to you.

Click **NEXT** to transition to the next screen.

Permit Application > Documents

Documents

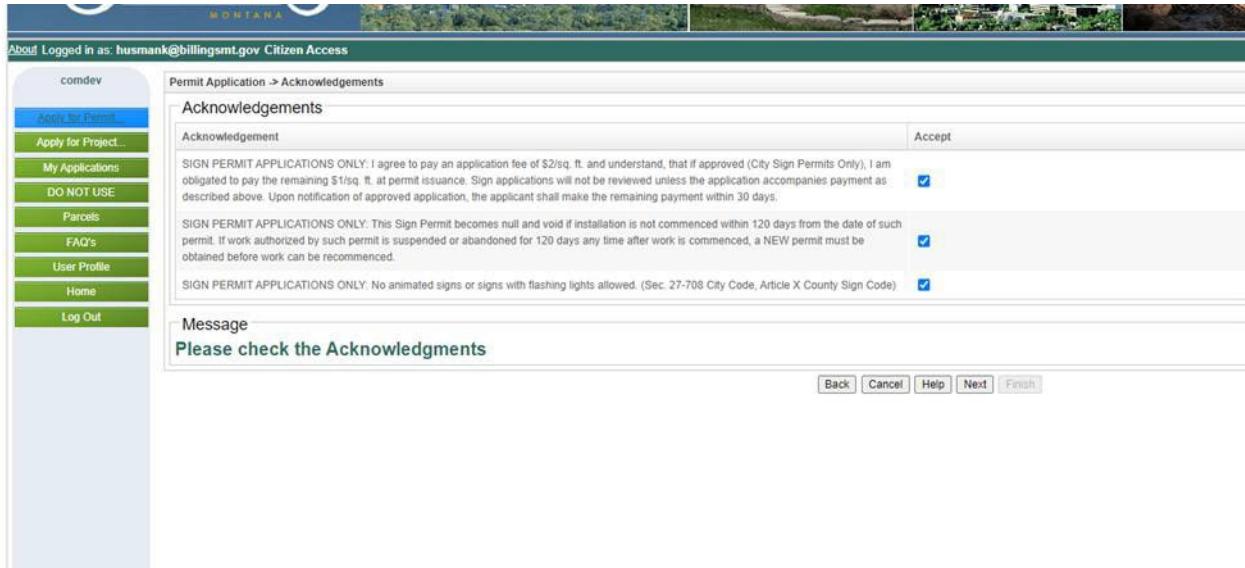
Title	Filename	Uploaded	Upload
Sign Permit Submittal			<input type="button" value="upload"/>

Message

Upload documents if available (5 MB max size)

Requirements: This is an acknowledgement screen that you have all of the required items for this permit. Check those that apply

Click NEXT to transition to the next screen.



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Apply for Permit

Apply for Project...

My Applications

DO NOT USE

Parcels

FAQ's

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Permit Application -> Acknowledgements

Acknowledgements

Acknowledgement

Accept

SIGN PERMIT APPLICATIONS ONLY: I agree to pay an application fee of \$2/sq. ft. and understand, that if approved (City Sign Permits Only), I am obligated to pay the remaining \$1/sq. ft. at permit issuance. Sign applications will not be reviewed unless the application accompanies payment as described above. Upon notification of approved application, the applicant shall make the remaining payment within 30 days.

SIGN PERMIT APPLICATIONS ONLY: This Sign Permit becomes null and void if installation is not commenced within 120 days from the date of such permit. If work authorized by such permit is suspended or abandoned for 120 days any time after work is commenced, a NEW permit must be obtained before work can be recommenced.

SIGN PERMIT APPLICATIONS ONLY: No animated signs or signs with flashing lights allowed. (Sec. 27-708 City Code, Article X County Sign Code)

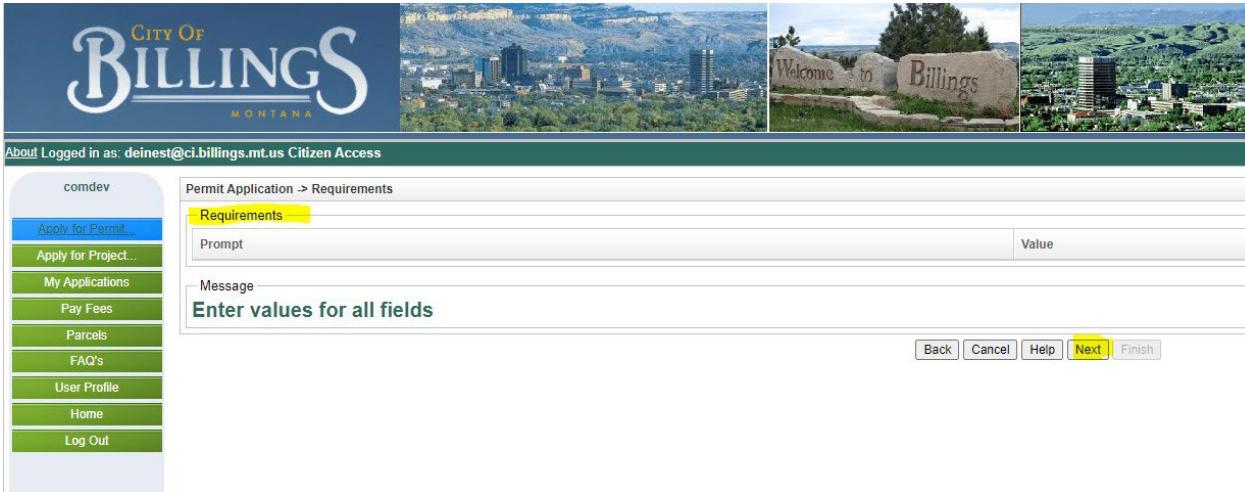
Message

Please check the Acknowledgments

Back Cancel Help Next Finish

In the screen below, there are no requirements

Click NEXT to transition to the next screen



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Permit Application -> Requirements

Requirements

Prompt

Value

Message

Enter values for all fields

Back Cancel Help Next Finish

At this point, the process is ready to click the "Finish" button and submit the permit. The permit will be assigned a permit number which will be used for reference to all work authorized by the permit. For example, PLNX-21-00001.

The specific type of sign permit we went through for this demonstration is available immediately and you can click on the "Pay Fees" button on the left hand border to pay fees and complete the process. After the fees are paid, click on "My Applications", then "Permits" to view the permit and print a copy.

Most permits are not “pay-and-go”. Payment of the review fees puts the permit into the reviewers “in Box”. Clicking the “Finish” button will show this information on the screen:

Summary	Parties	Attributes	Fees	Reviews	Inspections	Attachments	Printables
Details							
Application #:	PLNX-23-00004						
Classification:	PLNX-SIGN PERMIT - CITY						
Address1:	2825 3RD AVE N						
Address2:							
Parcel ID:	BLG-045-013-24-&						
Project Name:	Nicole test 2						
Work Description:	sign test						
Water Meter No:							
Status:	Plan Check						
Dates							
Submit Date:	12/06/2023						
Issue Date:	none						
Expiration Date:	04/04/2024						
Final Inspection Date:	none						
Certificate of Completion Date:	none						
Certificate of Occupancy Date:	none						

Click the “Fees” tab and pay the Fees as shown:

Summary	Parties	Attributes	Fees	Reviews	Inspections	Attachments	Printables
<input type="checkbox"/> Description							
<input type="checkbox"/> PLN-CITY SIGN APPLICATION FEE:							
<input type="checkbox"/> BP - PLAN REVIEW - SIGN PERMITS:							
Total:							
<input type="button" value="Print Fees"/>							

	Amount	Balance
	\$600.00	\$600.00
	\$45.00	\$45.00
	\$645.00	\$645.00

You will received regular email updates as plan review steps are completed. Once all reviews are complete and approved you will receive an email stating the reviews are complete with a request for payment of the final permit fees. Once all fees are paid, the permit can be issued and printed by the applicant.