



**City of Montpelier**  
**SIGN Permit**  
**Application**  
830 Washington St  
Montpelier, ID, 83254

**FOR OFFICE USE ONLY**

Sign Permit Application Number: \_\_\_\_\_

Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

**BUSINESS INFORMATION**

BUSINESS NAME: \_\_\_\_\_

Physical Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ email: \_\_\_\_\_

**CONTRACTOR INFORMATION**

CONTRACTOR NAME: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Project Value \$ \_\_\_\_\_

**APPLICATION REQUIREMENTS**

Class of Work: ☐ New ☐ Alteration ☐ Repair ☐ Move ☐ Remove

**PLOT PLAN (to scale) SHOWING THE FOLLOWING**

- |                                                             |                                                                                   |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> 1. Sign location(s) of new sign(s) | <input type="checkbox"/> 5. Calculation of total square footage of signage on lot |
| <input type="checkbox"/> 2. Elevations                      | <input type="checkbox"/> 6. Will the existing sign(s) be replaced with new signs  |
| <input type="checkbox"/> 3. Dimensions of new sign(s)       |                                                                                   |
| <input type="checkbox"/> 4. Existing Sign(s) on site        |                                                                                   |

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OF LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. I/WE CERTIFY THAT THE PROPOSED SIGNAGE WILL CONFORM TO THE DIMENSIONS AND USES SHOWN IN THE PERMIT AND THAT NO CHANGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL

My Signature Below Acknowledges Acceptance of The Terms and Conditions of Placing a Sign Within The City of Montpelier

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

**ADMINISTRATOR CHECKLIST**

Sign Description: \_\_\_\_\_

Setbacks: \_\_\_\_\_

Comments: \_\_\_\_\_