



Welcome To Sign Permit Applications

This information is intended to help residents in Missoula County build “Welcome To” signs in their area.

WHO can build “Welcome To” signs?

Communities, counties, or sovereign nations may build “Welcome To” signs that comply with local zoning and sign regulations and State of Montana outdoor advertising regulations.

WHEN are permits required?

Missoula County and the Montana Department of Transportation (MDT) require permits before any sign construction can begin.

WHY are permits required?

These permits ensure that the sign is properly designed and placed to ensure driver and pedestrian safety.

HOW do I apply for a permit?

MDT, Missoula County Community and Planning Services (CAPS), and Public Works (PW) review and issue permits for proposed “Welcome To” signs in compliance with regulations.

1. The first step is to contact MDT to ask about state-issued permits and fees.
2. The second step is to contact CAPS to start an application for a county sign permit. CAPS can also supply zoning and land use information needed to complete the MDT application.
3. The third step, if applicable, is to contact PW for building and electrical permits.



“WELCOME TO” SIGN PERMITS

STEP ONE: Montana Department of Transportation Permits

MDT permits are not required for “Welcome To” signs located outside the right-of-way on private or governmental property. Two permits are required for only those “Welcome To” signs located within the state-controlled right-of-way. 1) the Outdoor Advertising Permit and 2) the Encroachment Permit. Both permits are required for each “Welcome To” sign being installed.

Outdoor Advertising Permit Application

- New Permit fee based on sign size | Inspection fee: \$150
- Must comply with Administrative Rules of Montana (ARM) 18.6.238:
<http://www.mtrules.org/gateway/ruleno.asp?RN=18%2E6%2E238>
- Requires information about location, sign type, size, local zoning, and sign regulations, and any perceived or known environmental hazards or impacts related to the proposed sign
- Application is available for download here:
https://www.mdt.mt.gov/other/webdata/external/ROW/forms/oac/00-09_OAC_Application.pdf

Encroachment Permit Application

- Fee depends on type of encroachment
- Requires name, address, location, length of permit period, and information about environmental hazards and impacts
- Application is available for download here:
<https://www.mdt.mt.gov/other/webdata/external/ROW/forms/974.pdf>

STEP TWO: Missoula County Community and Planning Services Permits

Missoula County requires a permit for “Welcome To” signs located on private property whether or not the location is zoned. A building permit and electrical permit may also be required.

- Sign Permit fee: \$80
- The maximum size of the sign is determined by the type of sign and its location.
- Application is available for download here:
<https://www.missoulacounty.us/home/showdocument?id=29946>

STEP THREE: Missoula County Public Works Permits (if applicable)

A Building Permit is required for signs over 8 feet tall.

- Permit fee: based on sign value and determined by the Building Fee Schedule, available by calling Public Works at 406-258-3701 or for download here:
<https://www.missoulacounty.us/home/showdocument?id=31897>
- Application is available for download here:
<https://www.missoulacounty.us/home/showdocument?id=31727>

An Electrical Permit is required for lighted signs.

- Permit fee: can be determined in Section IV of the Electrical Permit application, based on the sign value
- Application is available for download here:
<https://www.missoulacounty.us/home/showdocument?id=31733>

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