



CITY OF CALDWELL
 Department of Building Safety
 621 Cleveland Blvd.
 Caldwell, ID 83605
 Ph: 208-455-3024 Fax: 208-455-3050
 Brett Clark, C.B.O., Building Official
 Website * ci.caldwell.id.us

SIGN PERMIT
APPLICATION

Plan review fees will be required to be paid in full within 48 hours from submittal.

THE FOLLOWING INFORMATION MUST ACCOMPANY THIS APPLICATION:

1. Two copies of a site plan drawn to scale showing location of proposed sign with dimensions to property lines.
2. Two drawings of proposed sign (including supports, footings, and size and height of sign).

Note: Electric signs require an electrical permit and inspection.

Signs and Sign Structures shall be designed and constructed to resist wind and seismic forces per Chapter 16 of the International Building Code. Awnings shall also require a permit.

Location/Address of Proposed Sign: _____

Business Name: _____

Property Owner: _____

Sign Company/Installer: _____ Phone: _____

Address: _____

Applicant: _____ Phone: _____

Address: _____

Type of Proposed Sign: Pole/Post/Ground Wall Projecting Monument
 Electric Other _____

Is sign Engineered? Yes ___ No ___ (Depending on the size and height of the sign, engineering may be required).

Engineer Name: _____ Business Name: _____

Address: _____

OFFICIAL USE			
PERMIT #:			
Permit Fees: \$			
Zoning Classification:			
Project Value: \$		Zoning Classification:	
Check #	MO	Cash	By,
<small>PERMIT WILL EXPIRE IF WORK HAS NOT COMMENCED WITHIN 180 DAYS OF THE ISSUANCE OF SAID PERMIT. EXPIRED PERMITS WILL NOT BE ELIGIBLE FOR AN EXTENSION.</small>		Planning Dept.	Date
		Engineering Dept.	Date
		Building Dept.	Date
Signature of applicant		Date	

PLANNING AND ZONING DEPARTMENT'S CHECKLIST FOR SIGN PERMIT APPLICATIONS

CITY CODE SECTION 10-02-06 OF THE ZONING ORDINANCE

NOTE: This checklist only applies to Planning and Zoning requirements. Other departments in the City may or may not have their own requirements based upon their individual codes.

1. Please check type of signage below and answer related questions.

___ **Animated Reader Board or Changeable Copy Sign**

Size of animated reader board or changeable copy sign: _____ square feet

Is the animated reader board/changeable copy sign part of a: wall sign or a monument sign or a pole/post sign: _____

Are there other animated reader boards or changeable copy signs on the site? Yes ___ No ___

___ **Awning or Canopy Sign**

Distance between sidewalk grade and bottom of awning: _____

Height of awning: _____

___ **Freestanding (post), Pole, Directory, Hanging/Suspended, Projecting or Rotating Sign**

Total amount of the site's street frontage: _____ linear feet

Total square footage of all signs on the property, including the proposed, but excluding wall and window signs: _____

Overall height of the sign as measured from the ground to the highest point of the sign: _____

Distance the sign is set back from the property line/right-of-way: _____

___ **Monument Sign or Subdivision Entry Sign**

Square footage of sign: _____

Overall height of the sign as measured from the ground to the highest point of the sign: _____

Distance the sign is set back from the property line/right-of-way: _____

___ **Wall Sign**

Square footage of the proposed wall sign(s): _____

Square footage of the wall on which the sign will be placed: _____

Are there any other signs currently attached to this wall? Yes ___ No ___

If "yes", list the total square footage of all currently-attached wall signs on this particular wall: _____ square feet.

2. Illumination.

- ___ No sign illumination
- ___ Internal sign illumination. Type: _____
- ___ External sign illumination. Type: _____

I acknowledge that I am the property owner/sign owner referenced in this Sign Permit Application. I further acknowledge that I have read, understand and am in compliance with all the standards, terms and requirements listed in the Sign Permit Application Checklist and in Section 10-02-06.

I acknowledge that I will not erect, alter or place any permanent sign, as defined in Section 10-02-06, without first obtaining a permit from the City of Caldwell.

Printed Name of Property Owner/Sign Owner

Signature of Property Owner/Sign Owner

Date