



**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 \* www.cityofcaldwell.com

**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: \_\_\_\_\_  
*Name of the business being advertised on the sign.*

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

\* Off-Premise signage is prohibited unless Planning and Zoning has granted permission as per city code.

Sign Company/Installer: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Type of Proposed Sign:     Pole/Post/Ground                       Wall             Projecting             Monument  
     Electric     Other \_\_\_\_\_  
     Billboard/Off Premise

Is sign stamped by a licensed Engineer? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(Depending on the size and height of the sign, engineering may be required).*

Engineer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Project Value:    \$ \_\_\_\_\_

Check #                      MO    Cash                      By, \_\_\_\_\_

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.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

O F F I C I A L U S E		
<b>PERMIT #:</b> _____		
<b>Permit Fees: \$</b> _____		
<b>Zoning Classification:</b> _____		
<b>Planning Dept.</b>	_____	<b>Date</b>
<b>Engineering Dept.</b>	_____	<b>Date</b>
<b>Building Dept.</b>	_____	<b>Date</b>

# 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/Electronic or Changeable Copy Sign**

Size of animated reader board/electronic or changeable copy sign: \_\_\_\_\_ square feet

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

Are there other animated reader boards/electronic signs 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/applicant referenced in this "Checklist for Sign Permit Applications". I further acknowledge that I have read, understand, and am in compliance with all the standards, terms, and requirements listed in this "Checklist for Sign Permit Applications" and in Section 10-02-06.**

\_\_\_\_\_  
**Printed Name of Property Owner/Sign Owner/Applicant**

\_\_\_\_\_  
**Signature of Property Owner/Sign Owner/Applicant**

\_\_\_\_\_  
**Date**