



CITY OF CALDWELL
 Department of Building Safety
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 Caldwell, ID 83605
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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).
3. Landscape plan required for free standing and monument signs. (In accordance with city ordinance).

*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: _____ Business Name: _____
 Address: _____

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 _____

OFFICIAL USE		
PERMIT #: _____		
Permit Fees: \$ _____		
Zoning Classification: _____		
Planning Dept.	_____	Date
Engineering Dept.	_____	Date
Building Dept.	_____	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/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: _____

Landscape plan attached? _____

___ **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: _____

Landscape plan attached? _____

___ **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