



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

Sign Program Application Submittal Requirements

- 1. **Completed Application**
- 2. **Detailed Letter of Explanation** and justification for the proposed project which includes:
 - a. Written standards for all signs that require a permit including size, quantity, location, materials and general design.
- 3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record. If multiple parcels are included in the program, a completed form is required for each parcel.
- 4. **Site Plan**, which includes the following:
 - a. Scale (not smaller than 1" = 30' unless otherwise approved).
 - b. North arrow.
 - c. Name of applicant, plan preparer, project name and project address on title block.
 - d. Precise sign locations for the entire office/industrial park and if applicable, a site plan for each individual site or parcel for which a free-standing sign is proposed. The type of site plan needed depends on the size of the park or center.
 - e. Existing and proposed buildings.
 - f. Parking areas, driveways and clear-vision triangles.
 - g. Location of all existing and proposed signs and required landscape bases.
 - h. Landscaping for all free-standing signs. Identify plants by type and size.
- 5. **Sign Illustration**
 - a. Signs must be drawn to scale and dimensioned.
 - b. Attach a colored rendering (unless the drawing of the sign is colored to represent the actual sign).
 - c. Indicate how the sign will be attached including: construction of structure the sign is being attached to, type of anchors used, and locations of anchorage.
 - d. Provide structural engineering prepared by an Idaho licensed engineer for signs not exempt from a Building Permit. (Wall signs mounted flush against the wall with clear attachment details are exempt from engineering.)
- 6. **Material Sample**, for Free-Standing Signs a material sample and color swatch or chip may be necessary to determine the design compatibility of signs with the building.



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□ 7. Color Photographs

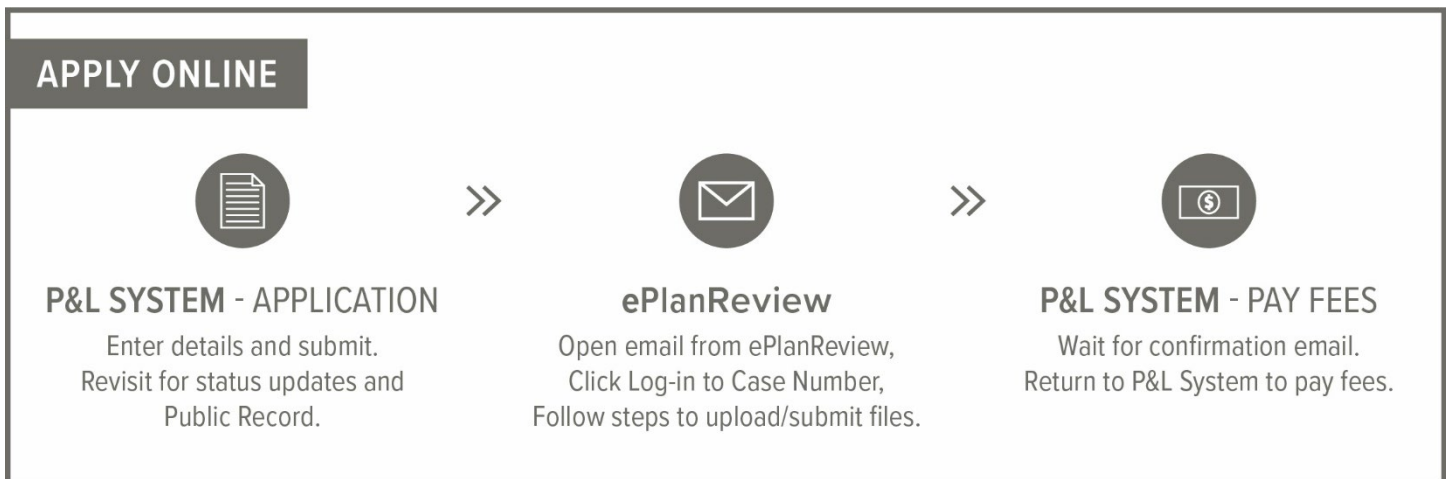
- a. Site and Building - Include color photographs of the site that are labeled and show building context.
- b. Existing Signs - Include photographs with dimensions of existing signs that will remain.
- c. New Wall Signs - Elevation drawings showing the location of signs may be used.

Note:

After issuance of an approval letter, a final Sign Program document with the approved sign regulations will be required to be submitted to Planning Staff, prior to obtaining any Sign Permits.

Additional Permits:

May be required depending on the sign type and location. A Certificate of Appropriateness is required if the sign is located within an historic district. A Design Review Permit is required if the sign is located in a Design Review Overlay.



Start the process at cityofboise.org/permits