



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

Record No.:

For Office Use Only

Sign Application

Address

Street No.: Direction: Street Name: Street Type: Unit Type: Unit No.:

City: State: Zip Code: Zoning District:

Parcel Number: Subdivision Name: Block: Lot:

Additional Parcel Numbers:

Applicant Information Primary Contact

First Name: Last Name: Company:

Address: City: State: Zip Code:

Email: Main Phone: Cell Phone:

Representative Information Primary Contact Same as Applicant?

First Name: Last Name: Company:

Address: City: State: Zip Code:

Email: Main Phone: Cell Phone:

Owner Information Primary Contact Same as Applicant?

First Name: Last Name: Company:

Address: City: State: Zip Code:

Email: Main Phone: Cell Phone:

Project Information

Project Name (if applicable):

Project Proposal: - Please provide a brief narrative of your project in the Project Proposal field, and answer all other questions to the best of your ability.

As of January 1, 2006, the [Idaho State Statute 54-5209](#) requires that: No building inspector or such other authority of any county, municipality or district charged with the duty of issuing building permits or other permits for construction of any type shall issue any type of permit without first requesting presentation of an Idaho contractor's registration number; provided however, a permit may be issued to a person otherwise exempt from the provisions of this chapter provided such permit shall conspicuously contain the phrase 'no contractor registration provided' on the face of such permit.

To comply with this state statute, Planning and Development Services requires a registration number be supplied with this permit application. A permit application is incomplete without this information, and cannot be processed until a registration number is provided, or the permit applicant declares themselves to be exempt per the exemptions listed in Idaho State 54-5205.

Agreements

Who is performing the work on this permit?:

- Property Owner or Other Exempt
 Registered Contractor To Be Determined

I am not providing a Contractor Registration Number because I am exempt per Idaho State Code 54-5205:

By checking the box below, I agree that I have read and understand the requirements above:

General Information

Type of Sign:

- Billboard Exterior Sign Interior Mall Sign

Will any of these signs be illuminated:

- Yes No

Are you Modifying an existing Sign Approval:

- Yes No

Case Number Being Modified:

Is this sign part of an existing Sign Program:

- Yes No

Sign Program case number:

Will any signs have an Electronic Message Display: - Any Electronic Message Display (EMD) must occupy less than 50% of the wall.

- Yes No

Exterior Sign Details

Will any of the current signage remain:

- Yes No

Is this a new Awning: - If yes, additional information may be required during review.

- Yes No

Free-Standing Sign:

- Yes No

Number of Free-Standing Signs:

Front Footage of property line abutting street: - Lineal Ft.

Side Footage of property line abutting street: - Lineal Ft.

Sign on Building:

- Yes No

Number of Proposed Building Signs:

Billboard Details

Type of Billboard:

Single Sided Double Sided V Shaped

Type of Work:

Replace Existing Billboard Demolish Existing Billboard
 Install New Billboard

Permit number authorizing old billboard demolition:

Conditional Use number for approved new billboard:

Electronic Message Display

Electronic Message Display Height: - Ft. In.

Electronic Message Display Length: - Ft. In.

Electronic Message Display Area: - Sq.Ft.

Erosion & Sediment Control

Project will disturb 2 cubic yards of soil or more:

Yes No

Approximate Acres Disturbed: - Acres

Responsible Person Name:

Responsible Person License Number:

Building Wall Measurements

Complete the following table only if applicable for your project.

Wall Height	Wall Length	Wall Area Sq. Ft.	Location	Notes

Proposed Signage

Complete the following table only if applicable for your project.

Sign Number	Type of Sign	Construction Materials	Type of Illumination	Proposed Height	Proposed Length	Proposed Width	Proposed Area Sq. Ft.	Proposed Height to Top of Sign	Location	Notes
	<input type="checkbox"/> Awning <input type="checkbox"/> Exterior Free Standing <input type="checkbox"/> Exterior Building Sign <input type="checkbox"/> Interior Mall Sign		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None							
	<input type="checkbox"/> Awning <input type="checkbox"/> Exterior Free Standing <input type="checkbox"/> Exterior Building Sign <input type="checkbox"/> Interior Mall Sign		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None							
	<input type="checkbox"/> Awning <input type="checkbox"/> Exterior Free Standing <input type="checkbox"/> Exterior Building Sign <input type="checkbox"/> Interior Mall Sign		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None							
	<input type="checkbox"/> Awning <input type="checkbox"/> Exterior Free Standing <input type="checkbox"/> Exterior Building Sign <input type="checkbox"/> Interior Mall Sign		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None							
	<input type="checkbox"/> Awning <input type="checkbox"/> Exterior Free Standing <input type="checkbox"/> Exterior Building Sign <input type="checkbox"/> Interior Mall Sign		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None							

Existing Signage

Complete the following table only if applicable for your project.

Sign Number	Type of Sign	Construction Materials	Type of Illumination	Existing Height	Existing Length	Existing Width	Existing Area Sq. Ft.	Existing Height to Top of Sign	Location	Notes
	<input type="checkbox"/> Awning <input type="checkbox"/> Exterior Free Standing <input type="checkbox"/> Exterior Building Sign <input type="checkbox"/> Interior Mall Sign		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None							
	<input type="checkbox"/> Awning <input type="checkbox"/> Exterior Free Standing <input type="checkbox"/> Exterior Building Sign <input type="checkbox"/> Interior Mall Sign		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None							
	<input type="checkbox"/> Awning <input type="checkbox"/> Exterior Free Standing <input type="checkbox"/> Exterior Building Sign <input type="checkbox"/> Interior Mall Sign		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None							
	<input type="checkbox"/> Awning <input type="checkbox"/> Exterior Free Standing <input type="checkbox"/> Exterior Building Sign <input type="checkbox"/> Interior Mall Sign		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None							
	<input type="checkbox"/> Awning <input type="checkbox"/> Exterior Free Standing <input type="checkbox"/> Exterior Building Sign <input type="checkbox"/> Interior Mall Sign		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None							

Billboard Details

Complete the following table only if applicable for your project.

Display Height	Display Width	Display Area Sq. Ft.	Height to Top of Sign	Notes

Project Valuation

Total Project Value: - Used to calculate fees for the Structural permit. Project Value is the total value of all construction work for which the permit is issued (including overhead and profit).

Total Electrical Value: - Total value of all work performed (including overhead and profit) on the job, including the electrical contract and change orders.

I certify that the Values and Scope of Work given is the most accurate available at this time:

Review the Submittal Checklist prior to submitting to ensure all requirements are met. Incomplete applications will not pass pre-screen review.

- [Sign Application Submittal Checklist](#)

Additional Permits:

- An Electrical Permit is required for all illuminated signage.
- An Erosion & Sediment Control may be required for signs or billboards if more than two (2) cubic yards of soil is disturbed.
- A Zoning Certificate is required for all new awnings.
- A Certificate of Appropriateness is required if the sign is located within an Historic District.
- An [Statement of Legal Interest](#) must be submitted for all external signs.

By signing below:

1. The undersigned is the owner of the indicated property or acting as the owner's authorized representative.
2. The undersigned declares that the above provided information is true and accurate, and acknowledges that failure to provide true and accurate information may result in rejection of this application, possible revocation of the permit where wrongfully issued and subject the undersigned to any applicable penalties.

Print Authorized Representative or Owner's Name

Authorized Representative or Owner's Signature

Date