



# PLANNING AND DEVELOPMENT SERVICES

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<b>PDS</b>	Document Number
	<b>#118</b>

## Combined Sign Application Submittal Checklist (Building & Planning Permits)

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Application Submittal

Building permit applications and plans can be submitted to the City by two methods. ***This checklist must be completed no matter which method is used.***

#### 1. Electronic Submittal

Our PDS Online | ePlanReview system lets you submit documents and plans electronically for review. Go to [www.cityofboise.org/pds](http://www.cityofboise.org/pds) for more information. All electronic files must meet the requirements specified in the [Electronic Plan Review Submittal Standards](#) that do not meet these requirements will not pass pre-screen review.

#### 2. Paper Submittal

Paper plans must be reviewed at the Permit Counter where staff will verify that the project submittals are complete. The intake is not a “plan review” for code compliance. The applicant is responsible for contacting specific staff members if additional consultation is required. Intake meetings can occur any time between **8:00 am – 4:00 pm Monday through Friday**. Please check in at the Permit Counter and a staff member will conduct the intake with you.

### Application Acceptance

- Incomplete submittals will not be accepted. If you are submitting electronically, you must upload any additional documents and information necessary to complete your application. For paper submissions, after needed corrections are made, return to the Permit Counter for another intake meeting.
- Plans must be accepted as complete, and the plan review fee paid, before review can begin.
- All entitlement permits must be completed with the Planning Team prior to review of any sign installation. A complete list of sign types is available below and includes additional information which may be required. Signs within the Historic District also require prior approval of a [Certificate of Appropriateness](#).

### Instructions

- This checklist must be completed by the project’s Idaho-licensed design professional of record or applicant if design professional is not required. If submitting in paper, please include this checklist with the Application. If submitting electronically, upload into the Documents folder.

- This checklist is not complete unless all information is filled out, all appropriate boxes are checked, and all plan page numbers are listed.

*Note: This application combines Planning and Building Division requirements and replaces the #532 Signage Building Permit application (retired).*

## Documents Provided

Yes N/A

- [Statement of Legal Interest](#), must be completed by the legal owner of record. Required for all sign applications EXCEPT Mall signs.

## Exterior Signs

This includes exterior building signs, free standing signs, Electronic Message Display (EMD), awnings, and billboards.

Yes N/A

- Site Plan** at a scale not smaller than 1" = 30' (unless otherwise approved); detailing a north arrow; name of applicant; plan preparer, project name and project address on the Title Block. Be sure to include precise sign locations; existing and proposed buildings; parking, driveways and clear-vision triangles; along with the locations of all existing and proposed signs and required landscape bases; landscaping for all free-standing signs, and finally, identify plants by type and size.
- Sign Illustration** drawn with details to scale and dimensions attached with a color rendering (unless the drawing of the sign is colored to represent actual sign).
- Anchorage, engineered plans and calculations** indicating sign construction and how the sign will be attached or anchored; including construction of the structure the sign is being attached to, type of anchors used, location of anchorage and any footing details. Provide structural plans, details and calculations, stamped and signed by an **Idaho Licensed Engineer** (Wall signs mounted flush against the wall with clear attachment details that can easily be verified may be exempt from engineering).
- Material Sample** (free-standing signs) A material sample and color swatch or chip may be necessary to determine the design compatibility of signs with the building.
- Color Photographs (Elevations)** of Site and Building that are labeled and show building context. Please detail existing signs (with dimensions) and new wall signs with elevation drawing showing the location. Current color photos of the building and site may be submitted in lieu of drawings.
- [Sign Program](#) (if applicable).

