



## PLANNING AND DEVELOPMENT SERVICES

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

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# On-Premise Sign and Building Permits Application Submittal Requirements

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1. **Completed Application**
2. **Detailed Letter of Explanation** and justification for the proposed project.
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
4. **Detailed Site Plan** which includes:
  - a. All existing and proposed structures labeled as to existing and/or proposed uses.
  - b. North arrow
  - c. Property boundary/property lines and all required setbacks with dimensions
  - d. Special features such as pedestrian paths, berms, retaining walls, or fencing
  - e. Delineate nearby parking, driveways and clear-vision triangles; identify the locations of all existing and proposed signs; show landscaping for all free-standing signs, including plants by type and size.
5. **Colored Sign Elevations, to scale.** Elevations must include dimensions of signage and building faces. Color photographs may be substituted for rendered elevation drawings.
6. **Color Photographs** labeled and showing building material, colors, and context.
7. **Anchorage, Engineered Plans, and Calculations (specifically for free-standing signs)** 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 be easily verified may be exempt from engineering).

**\* Other permits may be required on a case-by-case basis**