



PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
(208)234-6184 FAX (208)234-6586

**APPLICATION FOR A SIGN PERMIT**  
(On-Premise Signage)

Filing Fee - \$60.00

Date \_\_\_\_\_

**Sign Contractor:**

**Business/Site:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name - Business

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address - Site

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Zoning: \_\_\_\_\_ Historic District: \_\_\_\_\_

Type of sign(s): \_\_\_\_\_

Illumination Source: \_\_\_\_\_

Dimension of Face(s): \_\_\_\_\_

Power Source: Existing \_\_\_\_\_ New \_\_\_\_\_

If new, elect. contractor name: \_\_\_\_\_

Height (from ground level to top of sign): \_\_\_\_\_

Total Sign Area Existing on Site (include all painted wall signs, pole signs, and window signs):  
\_\_\_\_\_

Building Frontage (per street front): \_\_\_\_\_  
\_\_\_\_\_

Open Space (per street front): \_\_\_\_\_  
\_\_\_\_\_

Multi-Use Facility (more than one tenant in bldg.): Yes \_\_\_\_\_ No \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION**

1. A site plan which includes: the site with street locations, lot frontage dimensions, building locations(s), building frontage dimension, open space dimension, landscaping, location of all existing and proposed signage with setback dimensions from property lines, and the dimensions of said signs.
2. Schematic drawings of the proposed sign(s) which indicate dimensions, height, colors, message, type of illumination, and construction materials.
3. Photographs of the site showing building and proposed location of sign(s).

**IF THIS PERMIT IS FOR REUSE OF NONCONFORMING SIGNAGE, THE FOLLOWING MUST ALSO BE PROVIDED:**

- 4. Documentation that the message of the existing sign has not been incorrect for over one hundred eighty days. Such documentation may include lease papers, utility records, or the like.
- 5. If for a new business, estimates for the cost of refurbishing the existing sign and installing a conforming replacement.

The undersigned applicant and/or applicant's representative hereby agree to indemnify, protect, and save the City harmless from all costs, loss, or damage which may be sustained by reason of the erection, maintenance, use, or removal of the sign(s), and that the sign(s) may be removed as provided in the City ordinances. **The approval of this sign does not permit the violation of any section of this or other City ordinances.** I/we hereby acknowledge that I/we have read this application and certify that the information provided is correct. Further, I/we understand that it is my responsibility, as the sign contractor, to secure a sign permit prior to commencement of any work including fabrication and installation of said signs. A permit should be available in the City Planning & Development Services Department 5 working days after submittal of a complete permit application. Further, by my signature below, I acknowledge that any and all conditions will be adhered to and are understood, that all work will be done in accordance with the issued permit, and that I am authorized to do so by the building/property/business owner.

\_\_\_\_\_  
SIGNATURE OF SIGN OWNER

\_\_\_\_\_  
SIGNATURE OF SIGN CONTRACTOR

Signage should be completed within ninety days of obtaining a permit. Permits and exceptions are not transferrable.

SEE ATTACHED SIGN PERMIT CHECKLIST FOR CITY'S APPROVAL SIGNATURE AND STAFF COMMENTS AND/OR REQUIREMENTS FOR THIS SIGN PERMIT.

***Staff Use Only Below This Line***

**PERMIT INSPECTION - P & DS**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Status/Action:

\_\_\_\_\_  
\_\_\_\_\_

**SIGN & ELECTRICAL INSPECTION - BUILDING**

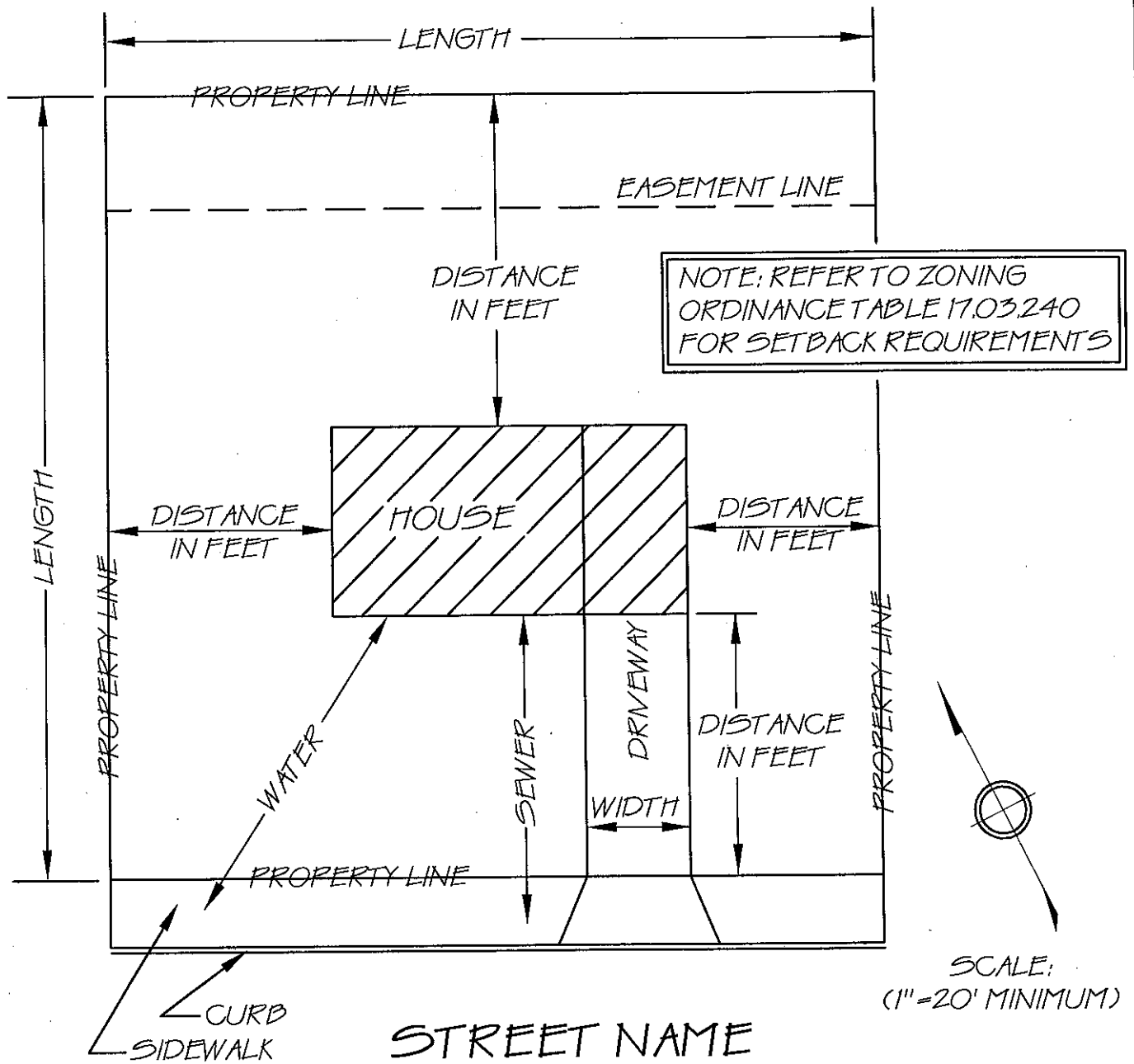
Date: \_\_\_\_\_

By: \_\_\_\_\_

Status/ Action:

\_\_\_\_\_  
\_\_\_\_\_

# SAMPLE PLOT PLAN



OWNER: JOHN DOE

ADDRESS: 123 IDAHO STREET

LEGAL DESCRIPTION: LOT#; BLOCK#; SUBDIVISION NAME OR ATTACH LONG LEGAL DESCRIPTION

CONTRACTOR: ABC CONTRACTORS

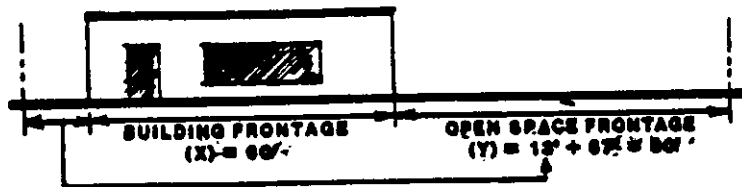


15.20.190 Signs permitted and conditions thereto in commercial general, warehouse-wholesale, and industrial districts. The following types, locations, and size of signs are permitted in C-G, W-W, and I districts for individual businesses not located in multi-use buildings:

A. Total Sign Area Allowed Per Individual Business Site. For any given street frontage the total sign area allowed on said street frontage shall be determined by computing the sum of two square feet for each linear foot of building frontage plus one square foot for each linear foot of open space frontage.

**FORMULA:  $2(X) + 1(Y) = \text{TOTAL SQUARE FEET ALLOWANCE}$**   
**(X) = BUILDING FRONTAGE (Y) = OPEN SPACE FRONTAGE**

**EXAMPLE:  $2 \times 60 + 1 \times 80 = 200 \text{ SQUARE FEET}$**



B. This allowance may be utilized for any combination of the following signs:

1. Wall Signs. Wall signs shall be permitted.
2. Projecting Sign. One projecting sign shall be permitted. No part of a projecting sign or structure shall be permitted over a public right-of-way or property line.
3. Awning Signs. Awning signs shall be permitted.
4. Pole/Ground Sign. One pole/ground sign per site for each street frontage shall be permitted not exceeding thirty feet in height from grade to the uppermost part of the sign or pole providing all general regulations are met in addition to the following standards:

a. In cases where the street frontage is one hundred eighty feet or greater, one additional pole/ground site per site may be permitted when all other general regulations are met. In no case shall more than two ground signs per street frontage be permitted without an exception by the sign design review committee.

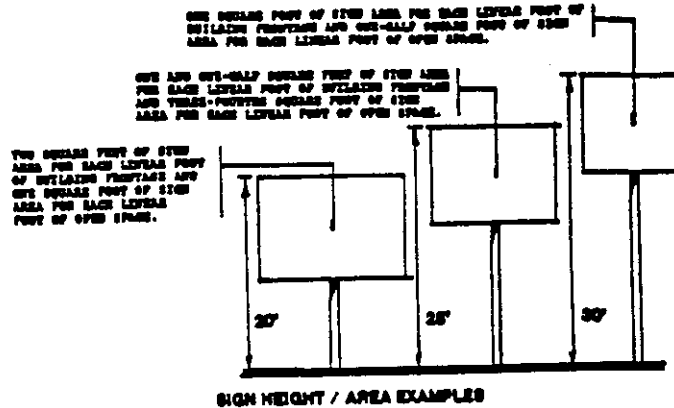
b. For pole signs three to twenty feet in height, up to two square feet of the total sign area allowed may be utilized for each linear foot of building frontage and up to one square foot of the total sign area allowed may be utilized for each linear foot of open space frontage.

c. For pole signs greater than twenty feet and up to thirty feet in height, the following shall apply:

i. The allowable sign face based on building frontage shall decrease by one-tenth of a square foot of sign area for each one foot above twenty feet in height. The following table illustrates:

PROPOSED SIGN HEIGHT

	20	21	22	23	24	25	26	27	28	29	30
x building frontage	2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1	1.0
x open space frontage	1.0	.95	.90	.85	.80	.75	.70	.65	.60	.55	.50



ii. This table is based on a formula which can also be utilized for signs with irregular heights:  $[2 - (\text{height over } 20' \times 0.1)] \times \text{linear feet building frontage} + [1 - (\text{height over } 20' \times 0.05)] \times \text{linear feet open space frontage} = \text{sign area}$ .

iii. A reduction in sign face area for signs between twenty and thirty feet in height does not reduce the total area allowed for the site as outlined in Section 15.20.190(A). (Ord. 2385 S2, 1991; Ord. 2349 (part), 1991)

→ 15.20.200 Multi-use commercial/professional plazas. The following provisions shall apply to a complex containing two or more businesses in a commercial general, warehouse-wholesale, or industrial district:

A. Individual Business. Each individual business within such a complex shall be permitted to have one wall sign or one awning sign with a maximum sign area of one and one-half square feet for each linear foot of business frontage. Individual businesses may not have a pole/ground sign. In addition to the aforementioned permitted signage, each business shall also be allowed one sign on a side or rear wall of that portion of the building occupied by the business with an allowed sign area of one square foot for each linear foot of business frontage up to a maximum of seventy-five square feet.

B. Common Signage. Such a complex may also share additional pole/ground signage which collectively advertises the name of the plaza and/or the names of the individual businesses. See also the definition of "common signage".

1. Total sign area allowed for common signage is calculated as follows: one-half square foot of common sign area for each linear foot of building frontage and one

square foot of common sign area for each linear foot of open space frontage.

2. Such a sign may be a ground sign not exceeding eight feet in height which meets sight triangle and setback requirements as governed by Section 15.20.130(A) (6) (g)

3. In no case may total common signage be less than sixty square feet nor more than two hundred square feet.

(Ord. 2385 §3, 1991; Ord. 2349 (part), 1991)

15.20.210 Enclosed malls/shopping centers. Because of the design of such facilities, the following standards apply:

A. Common Signage. Such a complex may share a ground/pole sign for each street frontage which collectively advertises the name of the shopping center/mall or the names of the individual businesses. Such a sign may be a ground/pole sign which meets sight triangle and setback requirements as governed by 15.20.130(A) (6) (g) and meets all other general regulations.

1. Total sign area allowed for common signage is calculated as follows: one-half square foot of common sign area for each linear foot of building frontage and one square foot of common sign area for each linear foot of open space frontage.

2. Total common signage shall not be less than one hundred twenty square feet nor more than two hundred square feet.

B. Individual Businesses. Wall signs are permitted on exterior walls adjacent to a customer entrance which serves one particular establishment (i.e. an "anchor" store). Such signage is calculated as follows: one and one-half square foot of sign area for each linear foot of the building frontage on the wall where the sign would be mounted. Individual businesses with customer entrances inside the mall may not have individual signage on the exterior unless incorporated in the common signage. (Ord. 2349 (part), 1991)

15.20.220 Professional office buildings. Because of the nature of such buildings, the following standards apply:

A. Ground Sign. One directory-type sign shall be permitted per street frontage for building identification and/or a collective listing of all tenants who have offices/businesses on a common site.

1. The sign shall not exceed sixty-four square feet:  
2. The sign shall not exceed eight feet in height.  
3. If constructed within a defined sight triangle, such sign shall not exceed three feet in height.

B. Wall Signs. Wall signs are permitted as follows:

1. Directory Sign. A sign listing all tenants with offices/businesses within a premise shall be permitted up to thirty-two square feet in size near each main entrance to