



PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586
Submit application to: planning@pocatello.us

APPLICATION FOR AN ON-PREMISE SIGN PERMIT

Filing Fee \$75.00

Permit #: _____

Submittal Date: _____

Receipt Date: _____

Contact Name: _____

Sign Contractor Information:

Business/Site Information:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Zoning: _____ Historic District: Yes No

Type of sign(s): _____

Illumination Source: _____

Dimension of Face(s): _____

Power Source: Existing _____ New _____

If new, elect. contractor name: _____

Is the electrical connection a standard three-prong? Yes No

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. Structural details showing mounting to a building or pole (pole size, anchoring, concrete footings, etc.).
4. 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:

- 5. 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.
- 6. 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	Date	Signature of Sign Contractor	Date
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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:

ELECTRONIC MESSAGE DISPLAY AGREEMENT

The following Pocatello Municipal Code governs the use of Electronic Message Displays (EMDs) within the City of Pocatello. Prior to issuance of a permit for an EMD, the sign contractor and sign owner must read and sign on the space below indicating agreement to comply with these requirements:

Pocatello Municipal Code 15.20.250

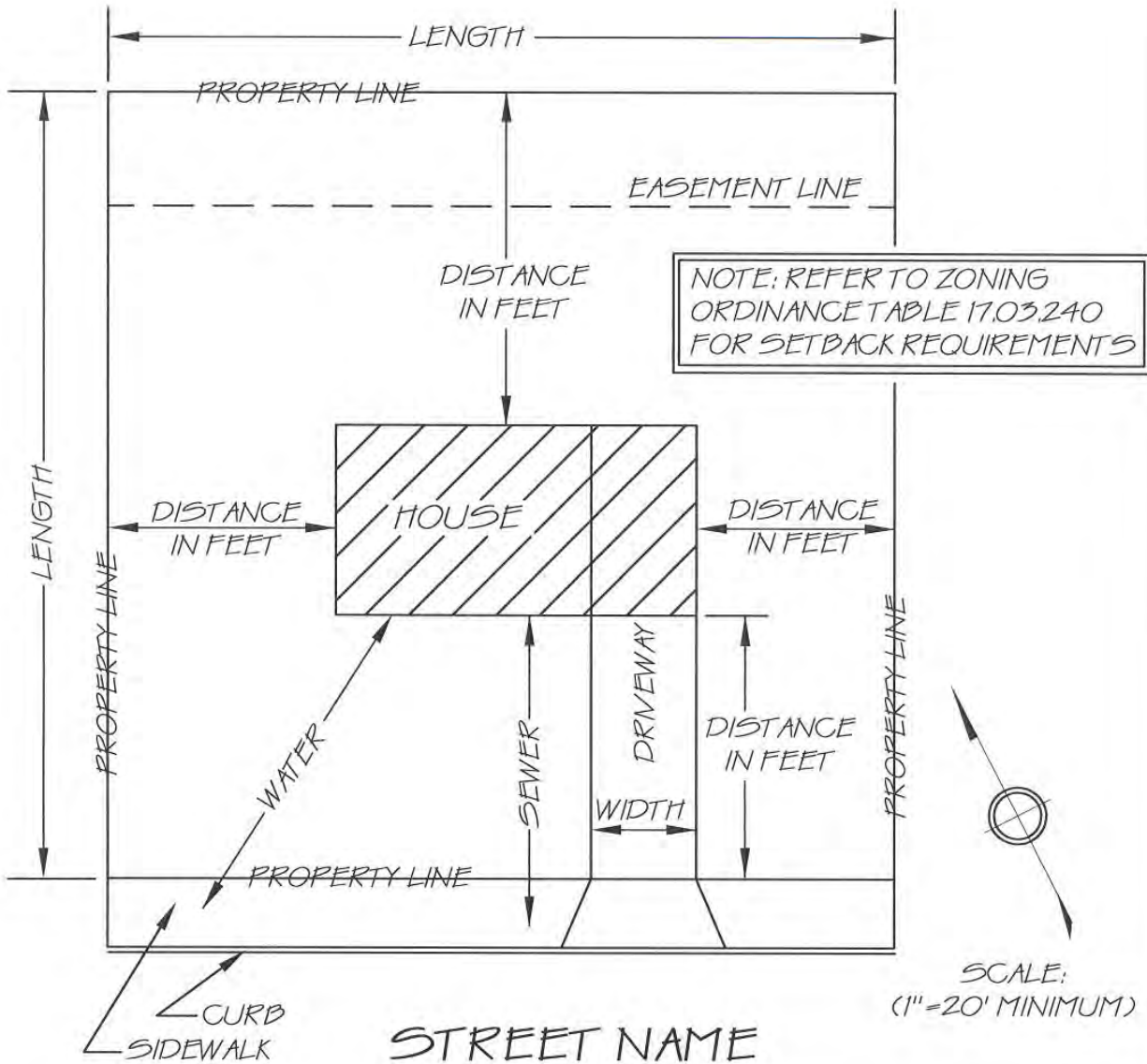
- A. Such displays shall contain static messages only, and shall not have movement, of any part of the sign structure, design, or pictorial segment of the sign, including the movement or appearance of movement of any illumination or the flashing, scintillating or varying of the light intensity. No chasing, blinking, rotating or flashing shall be employed in displaying a message or image, or during the change from one message or image to another. No streaming video shall be displayed.
- B. Text messages that are longer than the display area and do not contain any non-text graphics shall scroll in a consistent and predictable manner.
- C. An automated change of message or image must be accomplished within two (2) seconds or less and contain a default design that will freeze the sign face in one position should malfunction occur.
- D. Each message or frame must be displayed for a minimum of eight (8) seconds.
- E. One EMD per business, unless located within a business center, then one EMD per business center.
- F. EMD's may not be installed on a non-conforming sign.
- G. Curfew: All electronic message displays located in a Residential, or Residential Commercial Professional zone shall not be illuminated between nine thirty o'clock (9:30) P.M. and six thirty o'clock (6:30) A.M.
- H. All applications to permit an electronic message display shall be accompanied by a signed owner's agreement, from the future owner and operator of the subject sign, acknowledging and agreeing to comply with all standards herein noted.
- I. ELECTRONIC MESSAGE DISPLAYS Criteria:
 - 1. Electronic message displays shall not exceed 0.3 foot-candles over ambient lighting conditions when measured at the appropriate distance. The illuminance of an Electronic Message Display shall be measured with an illuminance meter set to measure foot-candles accurate to at least two decimals. Illuminance shall be measured when the EMD is off and again with the EMD displaying a white image for a full color-capable EMD, or a solid message for a single-color EMD.
 - 2. Measurement Distance: All measurements shall be taken as close as practical to a perpendicular plane of the sign at the distance required. The measurement distance may be calculated with the following formula: Measurement Distance = $\sqrt{(\text{Area of sign square feet} \times 100)}$
 - 3. Dimming Capabilities: All new electronic message displays shall be installed with an automated dimmer control or similar device which automatically determines the ambient illumination and programmable to automatically dim according to the ambient light conditions, or that can be adjusted to comply with the 0.3 foot-candles above ambient light requirement.

I have read, understand and agree to comply with all of the above regulations. I understand that failure to comply may result in a citation.

Sign Contractor: _____ Date: _____

Sign Owner: _____ Date: _____

SAMPLE PLOT PLAN



OWNER: JOHN DOE

ADDRESS: 123 IDAHO STREET

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

CONTRACTOR: ABC CONTRACTORS

