



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

**APPLICATION FOR A FACE CHANGE PERMIT**  
(For Signs with Legal/Conforming Status)

**Filing Fee - \$25.00**

City staff received on: \_\_\_\_\_

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

City staff contact: \_\_\_\_\_

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

**Sign Contractor Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Business/Site Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

Zoning: \_\_\_\_\_ Historic District: Yes  No

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

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

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

Change in Illumination? Explain \_\_\_\_\_

Power Source: Existing  New  If new, Electrical Contractor's name: \_\_\_\_\_  
(Must be a City of Pocatello licensed electrician)

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

Any change in height? Explain: \_\_\_\_\_

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

Does this signage overhang a public sidewalk or right-of-way? Yes  No

**THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION**

1. A site plan which includes: the site with street locations, lot frontage dimensions, building location(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).

The applicant and business person 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.** We hereby acknowledge that we have read this application and certify that the information provided is correct. Further, we understand that it is the sign contractor's responsibility 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 Building Department three (3) days after submittal of a complete permit request. The sign contractor **must** call for a final inspection of the electrical work and general construction of the signage from the City Building Department (234-6158).

\_\_\_\_\_  
Signature of Sign Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sign Contractor

\_\_\_\_\_  
Date

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.*

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### PERMIT INSPECTION - P&DS

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

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

Status/Action: \_\_\_\_\_

### SIGN & ELECTRICAL INSPECTION - BUILDING

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

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

Status/Action: \_\_\_\_\_