

City of Coeur d'Alene
710 East Mullan Avenue
Coeur d'Alene Id 83814 (208) 769-2229

SIGN PERMIT APPLICATION

Each sign requires a separate permit including refaces

PLAN NO

PERMIT NO

COMPLETE SIGN LOCATION ADDRESS:		
BUSINESS NAME:		
BUSINESS CONTACT NAME:	PHONE NO:	
PROPERTY OWNER:		
SIGN INSTALLER :		
SIGN INSTALLER ADDRESS:		
SIGN INSTALLER: Phone:	Cell:	e-mail:
IS SIGN ILLUMINATED? Yes or No Electrical Permit No:		
ELECTRICAL INSTALLER (Must be Idaho licensed electrician) :		
LINEAL FRONTAGE ON ADDRESSED STREET	_____ Ft	Driving Lanes on street _____
LINEAL FRONTAGE ON ANY OTHER STREETS: _____ ft		
Street name: _____ No Driving Lanes this street _____		
MARKET VALUE OF SIGN (includes installation) : \$		
DESCRIBE WORK TO BE DONE : IS SIGN : NEW or EXISTING		
___Permanent ___Temporary ___Political ___Reface Other _____		
TYPE : A FRAME WALL POLE/PYLON MONUMENT OTHER : _____		
If Freestanding: Height from top of sign to grade : _____ ft		
Height from bottom of sign to grade : _____ ft		
Dimensions of this sign : _____ by _____ = _____ square feet		

CHECKLIST: (required documentation for submittal)

_____ DRAWING OF SIGN indicating message & dimensions

_____ SITE PLAN The following must be shown on the site plan

- distance to front property line
- distance to side lot line
- all other signs existing/proposed on site & their square footage

_____ MOUNTING & CONNECTIONS (show diagram or indicate on drawing)

Show how sign will be mounted, all connections, type and size of hardware, material, and dimensions, spacing etc.

_____ TOTAL SIGN ALLOWANCE WORKSHEET

_____ SIZE/ZONE/LOCATION CHART freestanding only-supply one per street

_____ FOOTINGS (for pole and ground/monument signs)

If sign is 10 ft or more in height, supply plans completed by an Idaho licensed engineer bearing an original stamp. Less than 10 ft in ht, submit calculations

_____ SUBMIT FEE from schedule – if exceeds \$ amt, go to next level on chart

ALL FREESTANDING SIGNS REQUIRE A FOOTING INSPECTION.

Please call 769-2229 to schedule 24-48 hours in advance

**If excavation not ready, or re-inspection required,
you will be subject to a re-inspection fee of \$47**

I hereby certify that I will comply with all codes and ordinances governing this sign. Failure of the permit holder or installer to comply with any provisions of the Sign Code will be cause to revoke this permit. Sign permit stickers must be attached to the sign and be visible from the sidewalk. The City inspects the footings. I understand that I am responsible for the sign to be constructed per the approved plans and specifications. Failure to do so could result in punitive action or removal of the sign. The City accepts no responsibility for the construction of the completed sign.

SIGNATURE _____

SIGN PERMIT FEE \$ _____ Reinspect fee : \$47 yes or no
Official use below

<i>Municipal Services Approval</i>	Date:
<i>Plan Review Approval</i>	Date:
<i>Building Inspector Approval</i>	Date: