



**City of Coeur d'Alene**  
Municipal Services Department  
710 Mullan Avenue  
Coeur d'Alene, Idaho 83814  
208.769.2229  
ksetters@cdaid.org

Date \_\_\_\_\_  
Permit # \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Date Expired \_\_\_\_\_  
Office Approval \_\_\_\_\_  
Fee Paid \_\_\_\_\_

## Temporary Sign Permit Application

### Check the box that applies

- A-FRAME** (is allowed only when road or sidewalk closures, construction, or similar event or conditions impair the visibility of permanent signs, access, or parking, or when advertising for a special event, sale, grand opening or similar event)
- BANNERS** (includes blade, feather, sail, shark fin, swooper, teardrop, triangle, and wind flags)
- CONSTRUCTION SIGNS** (the 90 day limit does not apply; must be removed 30-day after the certificate of occupancy is issued)

A permit for a temporary sign shall be valid for ninety (90) days from the date of issuance and may be renewed by the City Clerk or designee for one additional ninety (90) day period. Renewals do not require a new application or fee if the request is made before the expiration of the current permit. A renewal shall be granted for good cause shown. After the expiration of the renewal term, a new application and fee are required for a temporary sign permit. Banners signs placed within a commercial parcel are subject to the Freestanding Sign and Attached Sign allowances, as applicable. A-frame signs may be located on a city right-of-way with an approved encroachment permit. Signs placed within a residential zone may be no larger than 8 square feet.

**Business Name:** \_\_\_\_\_

**Location of Sign(s) (Address):** \_\_\_\_\_

#### Required Documentation

- Site plan map (must show distance to property lines, show all existing signs)
- Encroachment permit for signs on public rights of way (insurance required)
- Sign dimensions (length and width)

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Description of Sign (purpose of road or sidewalk closure, event, sale, or grand opening):** \_\_\_\_\_

I hereby certify that I will comply with all codes and ordinances governing signs. I understand that violation of any provision of the Sign Code will constitute sufficient cause to revoke this permit and require the removal of the sign. I further understand that the City is not liable for any damages or injuries caused by a sign or its placement.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Municipal Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_