



BUILDING DIVISION

Sign Permit Submittal Requirements

Public Services Department
408 N. Spokane St. – Post Falls, ID 83854
Phone: (208)773-8708 Fax: (208)777-8378
www.postfallsidaho.org

NOTE: FAXED PLANS will no longer be accepted because they are difficult to read.

- Completed Sign Permit Application** containing:
Complete and accurate address, description of work, owner and/or contractor name, address, phone numbers, signed and dated. Also fill out the section for existing signage showing the square footage of each type of freestanding, wall sign, etc.
- Site Plans:** drawn to scale, (preferably 1/4" = 1'). Minimum paper size is 8 1/2" x 11". Show property lines and dimensions, north arrow and scale. Show the proposed sign and dimensions, setbacks from pole or monument signs to the property lines and sidewalks. Show all utility easements, as well as street, curb, sidewalk, and edge of pavement.
- Freestanding Signs** shall have the following information with their submittals:
 - An Engineered plan** (stamped and signed) by a State licensed professional shall be provided for any sign over 8 feet in height.
 - Foundation plan** with cross sections of footings showing depth, width and any reinforcement (rebar)
 - Sign elevations** showing length and width of the sign, height from the grade to the top of the sign, and height from the grade to the bottom of the sign. Also detail sign materials.
 - Sign pole or post** material type and dimensions should also be detailed.
 - Attachment details** of sign to the pole or post (diameter, length, and placement of bolts, etc).
- Wall Signs** shall have the following information with their submittals:
 - Wall elevation** plan showing the length, width, and height of the building's wall to which the sign will be attached.
 - Sign elevations** showing the length and width of the letters or signage and placement on the building.
 - Attachment details** showing the diameter, length, and placement of bolts and to what the sign will be attached.

NOTE: If the public right-of-way needs to be used to stage the placement of a sign, the applicant must obtain a lane closure permit from the Engineering Division.

You will find the City of Post Falls' complete Sign Ordinance online at www.postfallsidaho.org under "City Ordinances" and Section 18.36.010.

Sign Permit's are a flat fee of \$100.00 per location.

A separate electrical permit and fee will be required from the State of Idaho for those electrified signs.