



SIGN PERMIT APPLICATION

PFMC-18.36.010

Public Services Department – Planning Division

408 N. Spokane St. Post Falls, ID 83854
208.773.8708 Fax: 208.773.2505

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ File # _____

POLE/MOMUMENT SIGN >8' IN HEIGHT *FEE: \$400.00 EACH
ALL OTHER SIGNS *FEE \$200.00 PER TYPE

PART 1 – REQUIRED MATERIAL

****THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED; A separate permit application is required for each location, except commercial tenant spaces where each *unit* requires a separate permit.****

All persons desiring to erect, construct or paint a new sign exceeding six square feet in size, except those exempt, shall first submit an application to and obtain a permit from the City of Post Falls.

(For additional information on process and requirements please see PFMC 18.36.010 SIGNS)

- Completed application form**
- Application fee** *(Per most recently adopted fee resolution)*
- A Site Plan is needed with ALL applications** *(Site Plans must be drawn to scale, please see PFMC 18.36.090 Permit Requirements and Administration)*
- Wall Signs** - *Provide complete, drawn to scale construction drawings, minimum of front and side view. Show exterior dimensions, thickness, types of materials and complete weight of the sign. Location of and type/size/spacing of anchors used for support. Specify type/size of material of the existing structure that will be used to anchor/support the sign.*
- Monument/Pole Signs Under 8' Tall** - *Provide complete, drawn to scale construction drawings, at a minimum, front, side, top views, fully dimensioned of both the sign and foundation. Specify all material types/sizes, rebar size/spacing, compressive strength of concrete for the foundation.*
 - **Provide a site plan showing the location of the proposed sign**
 - **Show signs being removed (if applicable)**
 - **Show the vision triangle**
- Monument/Pole Signs 8' and Taller** – *Provide complete, drawn to scale construction drawings, at a minimum, front, side, top views, fully dimensioned, along with supporting structural engineered drawings and calculations performed by an Idaho licensed engineer.*
 - **Provide a site plan showing the location of the proposed sign**
 - **Show signs being removed (if applicable)**
 - **Show the vision triangle**

PART 2 – APPLICATION INFORMATION

PROPERTY ZONING:	PROJECT DESCRIPTION:				
ADDRESS:					
BUSINESS NAME:					
BUSINESS OWNER:			PHONE:		
APPLICANT NAME:		PHONE:		FAX:	
APPLICANT ADDRESS:			EMAIL:		
CITY:		STATE:	ZIP:		
CONTRACTOR NAME: (IF APPLICABLE)		PHONE:		FAX:	
CONTRACTOR ADDRESS:			EMAIL:		
CITY:			STATE:		
CONTRACTOR LICENSE NO.:			EXPIRATION DATE:		
ENGINEER NAME:		PHONE:	ZIP:		
ENGINEER ADDRESS:		EMAIL:		FAX:	
CITY:		STATE:		ZIP:	

PART 3 – SIGNAGE

EXISTING SIGN(S) AND SQUARE FEET: (POLE, WALL, GROUND, ETC.)					
TYPE:	QTY:	TOTAL Sq Ft:	TYPE:	QTY:	TOTAL Sq Ft:
TYPE:	QTY:	TOTAL Sq Ft:	TYPE:	QTY:	TOTAL Sq Ft:
DESCRIPTION OF PROPOSED PERMANENT SIGN(S): (DESCRIBE ONLY WORK REQUIRING THIS PERMIT)					
TYPE:	QTY:	TOTAL Sq Ft:	TYPE:	QTY:	TOTAL Sq Ft:
TYPE:	QTY:	TOTAL Sq Ft:	TYPE:	QTY:	TOTAL Sq Ft:

PART 4 – CONDITIONS & APPLICANT SIGNATURE(S)

CONDITIONS:

- The proposed work must be done in accordance with approved plans, specifications and appropriate codes. A separate permit may be required for electrical.
- This application becomes null and void if not purchased within 180 days.
- This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.
- No signs shall be placed in the public right-of-way or within visibility triangle.
- Permanent signs shall be on premise, located on the property the business is located on.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction and I make this statement under penalty of perjury.

NOTES:

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

Signature of Property Owner/Agent: _____ Date: _____

Signature of Contractor/Agent: _____ Date: _____