



**ZONING & BUILDING DEPARTMENT**

605 N. Capital Ave.  
Idaho Falls, ID 83402

(208) 524-7920  
Fax # (208) 529-1330

**SIGN PERMIT APPLICATION**

*Please e-mail application, all attached documents, & Plans to [bonnevillebuilding@gmail.com](mailto:bonnevillebuilding@gmail.com)*

<b>Owner:</b>		<b>PHONE #:</b>
		<b>EMAIL:</b>
<b>Sign Contractor:</b>	<b>State License:</b>	<b>PHONE #:</b>
		<b>EMAIL:</b>
<b>Construction Address:</b>		
<b>Subdivision:</b>	<b>Lot:</b>	<b>Block:</b>
<b>Tax Parcel No:</b>		<b>Zone:</b>
<b>Distance to Next Closest Sign:</b>		<b>Bid Price:</b>

**Check-Off List for Plan Review**

*- Plans must be drawn to scale on a minimum of 11x17 paper (the scale must be noted on the plans) –*

**Requirements for submitting plans to obtain a Sign Permit:**

1. ITD Approval(*required if adjacent to Federal or State Highways*)
2. Site Plan Detailing the Following:
  - A. Proper Zone
  - B. Location of sign(s)
  - C. Acreage of property
  - D. Property lines and dimensions
  - E. Setbacks of structure(s)
  - F. Location of fire hydrants and fire lanes
  - G. driveways and easements
3. Structural Drawings: **Stamped** by registered design professional.
  - A. Foundation drawings
  - B. Structural details
  - C. Live loads used in design
  - D. Shop drawings and spec sheets on pre-fabricated structures

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

*The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information is submitted.*