



Sign Permit Application Checklist

8930 N Government Way Hayden, ID 83835

Phone: (208) 209-2025

Website: www.cityofhaydenid.us

E-mail to: permits@cityofhaydenid.us

Application Methods: Choose one of the following.

- (1) **E-mail** your application and attach electronic plans at high resolution in PDF format.
- (2) **In person**, submit your application with 1 copy of printed paper plans.

All signs are charged a separate review fee. Wall signs proposed on the same façade (side of wall/building) may be combined under one fee.

Application Submittal Requirements:

- Sign Permit Application:** Signed and dated by owner or applicant. If the applicant is not the owner, a signed letter of authorization from the property owner is required.
- Signage:** Provide a graphic depiction drawn to scale of the dimension and design of all existing and proposed signs on the development lot.
- Site Plan:** Drawn to scale, depicting dimensions of the lot, location of property lines and sidewalks, lineal feet of street frontages, site ingress/egress, dimensions of building(s), location of existing and proposed signs, and setbacks from the closest projection of a monument sign/center of a pole sign to the property line or sidewalk, whichever is closest. Visibility at intersections shall be maintained according to City Code 6-1-4. Please contact the City for questions.
- Construction Plans:** For all proposed signs, drawn to scale. Include dimensions, sign copy, lettering size, materials, lighting and required details of construction such as loads, stresses, anchorage, and other pertinent data. All signs must be constructed to withstand wind pressure of at least 70 lbs. per square foot of surface.
 - Wall or Blade Signs:** Show or explain how the sign will be attached, what it will be attached to, and the attachment hardware components (type, size and length). Include scaled drawings with the dimensions of the building façade, showing the location and dimensions of all existing and proposed signs. Projecting signs must include an elevation plan showing the height, distance from the building, and the vertical distance from sidewalk grade.
 - Freestanding Signs:** For pole signs show the pole height, distance from the ground to the bottom of the sign, dimensions of sign, *the footing size and depth below grade. For ground or monument signs show the height from the ground to the top of the sign, *footing size and depth below grade.

*If required by the Building Division, plans shall contain the seal and signature professional engineer registered in Idaho.

Notes: A **Master Sign Plan**, signed by the property and/or building owner, is required for all development complexes prior to the issuance of sign permits. See City Code 11-22-5.B.3 for details.

All freestanding signs require water district sign-off. Highway district sign-off is also required for signs proposed along Prairie Avenue west of U.S. Highway 95 to Stoddard Park, Lancaster Road, Government Way north of Buckles Road from Lakes Highway district; for signs proposed along Prairie Avenue west of Stoddard Park from Post Falls Highway District, or as determined by the City.

For Electrical Permits, contact the State of Idaho, Division of Building Safety at their local number (208) 769-1579.

Processing:

Within 20 business days of receipt of a complete application the request will either be approved, approved with conditions, or denied. If the permit is denied, staff will provide a written statement of the reasons for denial, and, if applicable, what can be done to make the application approvable.

Review the approved permit and plans for any "redlined" notations by the plans examiner, conditions of approval, and/or required inspections.



SIGN PERMIT APPLICATION

Community & Economic Development Department

8930 N Government Way, Hayden, ID 83835

(208) 209 2025

Email application to: permits@cityofhaydenid.us

REFER TO SIGN PERMIT CHECKLIST FOR APPLICATION REQUIREMENTS, PLANS AND DOCUMENTATION

Work site address: _____ **Parcel Number:** _____

Business info: _____ **Multi-tenanted:** Y N

PROPERTY OWNER(S)

Name(s): _____

Address: _____

E-Mail: _____ Phone: _____ Cell: _____

NOTICE TO OTHER JURISDICTIONS (freestanding signs)

Water District: _____ Date: _____

Highway District (if required): _____ Date: _____

CONTRACTOR

Contractor: _____ ID State Reg #: _____

Address: _____ Email: _____

Contact Person: _____ Contact phone: _____

Contact Email: _____

PROPOSED SIGNAGE (use second form if more; group wall signs on same façade; place % of signage per façade under %; all signs are assessed a separate planning review and building review fee except for wall signs on the same façade)

#/LOCATION:	SIGN (wall/pole/etc.):	SIGN COST \$	SIGN HEIGHT	SIGN SQ. FT.	%	(Office Use Only)	

EXISTING SIGNAGE:

CERTIFICATIONS

I hereby certify that I have read the application and that the information provided in this application is true and accurate.

I hereby certify that the proposed work is authorized by the Owner of Record and that I have been authorized by the Owner to submit this application as his/her agent and a signed letter of authorization has been provided with this application.

I hereby certify that I am responsible for all fees associated with this application and subsequent permit once approved.

I understand that the applicant is responsible for contacting the City for all required City inspections noted on the permit. State Electrical permits and inspections are obtained from the Idaho Department of Building Safety at (800) 839-9239.

I understand that, BEFORE DIGGING, I must CALL 811 and allow 48 hours for a utility locate.

I understand that this application becomes null & void if not purchased within 180 days from submittal date unless application has been pursued in good faith and permit has been issued.

<p style="text-align: center;">Applicant Signature</p>	<input type="checkbox"/> I understand & agree that marking this box is a substitute for & will be accepted as my signature
--	--

Print/type name: _____ Date: _____

Company: Owner of property Other: _____

Email address: _____ Phone: _____

FOR OFFICE USE ONLY

Permit # _____ Date accepted: _____

Approved By: _____ Date: _____ Fee: _____

Approved By: _____ Date: _____ Fee: _____

Total Fees Due: _____



Sign Permit Informational Sheet

8930 N Government Way Hayden, ID 83835

Phone: (208) 209-2025

Website: www.cityofhaydenid.us

E-mail to: permits@cityofhaydenid.us

The following information comes directly from the City Sign Code, Title 11, Chapter 22 of Hayden City Code. You may view the Sign Code in its entirety by visiting www.sterlingcodifiers.com.

Definitions:

SIGN: A display bearing a specific written or symbolic message, which may include pictorial or graphic decoration, intended to inform the public, identify the location of a business or other entity, and/or advertise goods for sale.

GROSS AREA, SIGN: The entire area within a single continuous perimeter enclosing the extreme limits of such sign, excluding any structural elements outside the limits of the sign and not forming an integral part of the display. For double faced signs, the gross area shall only include one of the sides. If the sign consists only of individual letters affixed directly to the wall of a building, only the area of a simple geometric figure which will encompass the letters is counted as part of the gross area.

Signs authorized without a sign permit:

- **Small signs:** Not illuminated, maximum 5' in height, maximum 5 square feet in gross area. Three small signs shall be authorized per lot.
- **Warning signs:** ("Beware Of Dog" or "No Trespass") not illuminated, maximum 5' in height, maximum 5 square feet in gross area. Two warning signs allowed per 500 linear feet of frontage.
- **Governmental Signs:** MUTCD
- **Directional Signs:** Only one exit/entrance sign per legal approach, shall not exceed 2 square feet in gross area, and shall not exceed 25% of sign area with personal or business identification/logo.
- **Flags:** 3 or less flags (4+ requires sign permit), flagpoles cannot exceed 30' in height in the residential zones or 45' in height in any commercial or industrial zone, and flags shall not exceed 60 square feet in the residential zones or 135 square feet in any commercial or industrial zone.
- **Danger/Hazard Signs:** Maximum 3 square feet in gross area, unless otherwise required by state or federal law.
- **Street and Address Signs:** Detailed in City Code Title 9, Chapter 5.
- **Window Signs:** Painted, posted or etched, cannot exceed 20% of window area, maximum 8" letter height, not included in façade signage percent.
- **Banners:** Allowed for no more than 30 calendar days per year without a permit.
- **Drive-through Menu Signs:** Maximum 2. Application for building review required.

Master Sign Plan required for all multi-tenanted buildings:

Plan shall be signed by the property owner and contain the proposed sign locations, materials, illumination, design of freestanding signs, size of signs, and quantity of different sign types.

Wall Signage limits:

CBD Zone: one wall, one blade, one awning/banner/valance/canopy per business

Commercial/Light Industrial/Residential (non-residential uses): 10% of façade

Freestanding Signage limits:

Setback: Minimum 5' from property line or sidewalk, whichever is closer. Sign shall not be located in the "sight triangle".

Permitted Zones: CBD, Commercial, Light Industrial

CBD: One sign permitted per street frontage.

Maximum height: 5'

Maximum size: 32 square feet

Commercial and Light Industrial Zones:

Maximum 3 freestanding signs per development lot; one permitted for every 150' of public street frontage. When more than one sign is proposed, the total linear feet of the street frontage is divided by the number of signs, then applied to the tables below.

U.S. Highway 95 frontage:

	Feet Of Street Frontage (Per Sign)		
	Less Than 300	301 To 600	Greater Than 600
Maximum sign height (per sign)	25 feet	30 feet	30 feet
Maximum sign area (per sign)	100 square feet	200 square feet	300 square feet

All other street frontage:

	Feet Of Street Frontage (Per Sign)		
	Less Than 150	150 To 300	Greater Than 300
Maximum sign height (per sign)	20 feet	25 feet	30 feet
Maximum sign area (per sign)	85 square feet	100 square feet	150 square feet

Residential Neighborhood Signage limits:

Maximum height: 5'

Maximum size: 24 square feet

Structural elements cannot exceed 50% of message portion of the sign.

Prohibited Signs:

- Signs without a permit
- Signs which obstruct or interfere with traffic or simulate traffic control devices
- Signs on public property
- Flashing signs
- Signs attached to vehicles (see City Code 11-22-6(F) for exceptions)
- Revolving signs
- Off premises commercial signs (including billboards)
- Prohibited in the CBD Zone ONLY:
 - Signs that obscure architectural detail
 - Signs that project from the roof or parapet
 - Illuminated signs that consist of changeable letters or numbers
 - Illuminated awnings or canopies unless the awning/canopy material is opaque
 - Internally lit plastic signs
 - Digital electric signs
 - Inflatable signs and novelties
 - Freestanding pole signs.