



SIGN PERMIT

Application Form,
Checklist & Guide

City of Nampa
Planning & Zoning Department
Nampa Development Services Center
500 12th Avenue South
Nampa, Idaho 83651

RODNEY ASHBY PLANNING AND ZONING DIRECTOR

Questions or inquiries may be directed to
any of the departments listed below.

For Sign Code and Zoning information:

Planning and Zoning Department

Kristi Watkins, Principal Planner

208-468-4434

watkinsk@cityofnampa.us

Parker Bodily, Associate Planner

208-468-5446

bodilyp@cityofnampa.us

Sign Permit Information and Applications can be found at www.cityofnampa.us

For Building Safety Code information:

Building Safety Department

Rob Willis, Plans Examiner Supervisor

208-468-5410

WILLISJ@CITYOFNAMPA.US

For Utility Easements and Right-Of-Way information:

Engineering Department

208-468-5471



SIGN PERMIT GUIDE

CODES ADOPTED

2015 International Building Code
2012 International Residential Code
2017 National Electrical Code
2012 International Mechanical Code
2012 International Fuel Gas Code
2017 Idaho State Plumbing Code
2012 International Energy Code
(Residential)
2015 International Energy Code
(Commercial)
2015 International Existing Building
Code
2009 ICC/ANSI/A117.1

DESIGN CRITERIA

Seismic Zone = B
Wind Loading = 115 miles per hour
Basic Ground Snow Load = 20 pounds
per square foot
Frost Depth = 24 inches
Minimum Collateral Load = 5 pounds
per square foot

NAMPA CITY CODE

Title 10, Chapter 23 – Signs

This guide outlines the requirements for obtaining a building permit to construct a sign.

PLAN REVIEW SCHEDULES & SUBMITTAL

ESTIMATED TURN AROUND TIMES – Plan review turn around times are subject to change without notice. Our turn around time goals are listed below but may fluctuate based on plans being incomplete and/or incorrect, the size and scope of the project and the quantity of the current workload in the individual City Departments.

Sign review turn around times run approximately 5-7 working days. However, plans requiring corrections may take longer. **Incomplete Sign Applications will be voided if required information is not received within 10 days of submittal.**

PERMIT APPLICATION

PERMIT APPLICATIONS MUST BE FILLED OUT IN THEIR ENTIRETY AND MUST INCLUDE THE SIGN CHECKLIST. MISSING OR INCOMPLETE INFORMATION WILL CAUSE DELAYS IN THE PROCESSING OF THE PERMIT APPLICATION.

NEW CONSTRUCTION PROJECT PERMIT APPLICATIONS MUST BE ACCOMPANIED BY A LEGAL DESCRIPTION OF THE PROPERTY.

PLAN SUBMITTAL MUST BE ACCOMPANIED BY ALL MATERIALS REQUESTED ON THE PLAN REVIEW CHECKLIST, INCLUDING, AS MAY BE APPLICABLE, OTHER DOCUMENTS SUCH AS ENGINEERING CALCULATIONS.

GENERAL INFORMATION www.cityofnampa.us

Notice to all applicants: This checklist is designed to provide the basic information needed to allow the various agencies within the City to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive.

General Requirements for all sign plan submittals

TWO SETS OF PLANS

Yes N/A

Site Plan:

Drawn to scale with dimensions including the following:

- A. North Arrow and scale
- B. Location and DIMENSION of all property lines, easements and utility features.
- C. Location of any newly proposed and existing free-standing signs on the site/property.
- D. Location of Nampa City defined clear vision triangle.
- E. Fully dimensioned measurements showing distance of any proposed free-standing (including a monument sign) signs to closest property lines, easements, other free-standing signs, service drive and/or street edges, curbs, clear vision triangles & other on-site structures.

(Include the location dimensions of the sign from the back of curb to the footing: one dimension from east to west and one dimension from north to south).

Elevation Drawing:

Front elevation rendering/drawing drawn to scale with dimensions depicting the size, design, and type of proposed sign and the FACE of the building or tenant space.

Mounting Details:

- Pole Signs:** Shall specify the connection for the cabinet, the cabinet to the top of the pole and the pole to the foundation. ANY sign over 15' tall is required to provide structural engineering calculations. Calculations must be stamped and signed by either an Idaho licensed architect, or a licensed engineer. Look at IBC Appendix. (Signs)
- Monument Signs:** Shall specify the connection to the foundation.
- Wall Signs:** Shall specify the connection of the sign to the buildings.

Electrical Permit:

An Electrical permit is required for any sign that will be illuminated, electronic and /or animated.

NOTES:

- Sign Program/Center Applications:**
Include both a site/plat plan for the entire center (e.g., office, commercial, industrial park) and, if applicable, a site plan for each individual building pad site or stand alone lot/parcel therein and for which a free-standing sign is proposed to be emplaced. Include measurements indicating proximity to property lines and utility easements.
- Electronic Message Centers** shall not be allowed on properties in the DH zone and shall not exceed 45% of the signs overall area. More EMC guidelines can be found in NCC 10-23-18F.

CERTIFICATION:

I hereby certify that I have read and examined the attached application and this checklist, and that all of the information provided and items checked are included as part of the initial sign permit application submittal and are true to the best of my knowledge.

Applicant Signature: _____ Date: _____

City Staff Signature: _____ Date: _____



Electrical Permit Attached? YES NO

SIGN PERMIT APPLICATION
 Phone: 208-468-4430 500 12th Avenue South
 Nampa, Idaho 83651
 RODNEY ASHBY, PLANNING AND ZONING DIRECTOR
 WEBSITE: www.cityofnampa.us

FOR OFFICE USE ONLY
 Sign Permit Number: SIG - _____
 Associated Permit Numbers: _____

 Date received: _____
 Received by: _____

ACTION REQUIRED

Permanent OR Temporary
 Erect/Install Date of Display:
 Alter Existing From: _____
 Move/Relocate To: _____
 Repair

Illuminated? Yes No
 Animated? Yes No
 Electronic Readerboard? Yes No

ROUTING Dept. Signature/Date

Building _____
 Planning _____
 Other special approvals:
 Engineering _____
 Econ Development _____

PROJECT INFORMATION

Project Name: _____
 Address or Description: _____
 Value of sign (Time & Material): \$ _____ Land Use Zone: _____

SIGN DETAILS

Please summarize/Describe the Nature of the Proposed Sign:

Permanent:	Temporary:	Quantity	Square Footage/Dimensions
<input type="checkbox"/> Billboard <input type="checkbox"/> Monument	<input type="checkbox"/> Movable	_____	_____
<input type="checkbox"/> Free Standing <input type="checkbox"/> Wall	<input type="checkbox"/> Readerboard	_____	_____

BUSINESS/TENANT INFORMATION

Name: _____ Contact Name: _____
 Address: _____ City: _____ St: _____ Zip: _____
 Phone: _____ Fax: _____ Cell: _____ E-mail: _____

PROPERTY OWNER INFORMATION

Name: _____ Contact Name: _____
 Address: _____ City: _____ St: _____ Zip: _____
 Phone: _____ Fax: _____ Cell: _____ E-mail: _____



APPLICANT/SIGN CONTRACTOR INFORMATION

Idaho Contractor Registration Number: _____

Name: _____ Contact Name: _____
Address: _____ City: _____ St: _____ Zip: _____
Phone: _____ Fax: _____ Cell: _____ E-mail: _____

ARCHITECT INFORMATION

Name: _____ Contact Name: _____
Address: _____ City: _____ St: _____ Zip: _____
Phone: _____ Fax: _____ Cell: _____ E-mail: _____

STRUCTURAL ENGINEER INFORMATION

Name: _____ Contact Name: _____
Address: _____ City: _____ St: _____ Zip: _____
Phone: _____ Fax: _____ Cell: _____ E-mail: _____

DECLARATION

I hereby certify that I have read and examined the application and the attached submittal requirements checklist. All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not.

Name (Please Print): _____

Signature: _____ Date: _____

NOTICE

Applicants are responsible for locating all utility, access or other easements on the property prior to emplacing any free-standing signs thereon. The following information shall be shown on required site plans accompanying this Sign Permit Application as [re]iterated on the submittal checklist page: THE LOCATION OF ALL EASEMENTS, PROPERTY LINES, PUBLIC RIGHT OF WAY LINES, AND SIGN SETBACKS THEREFROM (INCLUDE THE LOCATIONAL DIMENSIONS OF THE SIGN FROM BACK OF CURB TO FOOTING; ONE DIMENSION FROM EAST TO WEST AND ONE DIMENSION FROM NORTH TO SOUTH).

All permits expire 180 days from the date of their issuance or the date of the last inspection. Expired permits will require reactivation at such time that the responsible party decides to complete the project. Reactivation fees will be required on all permits.