



# SIGN PERMIT

Application Form,  
Checklist & Guide

City of Nampa  
Planning & Zoning Department  
Nampa City Hall  
411 3rd St South  
Nampa, Idaho 83651

NORMAN L HOLM, 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, Senior Planner

208-468-4434

[watkinsk@cityofnampa.us](mailto:watkinsk@cityofnampa.us)

Michaela Owens, Assistant Planner

208-468-4430

[owensms@cityofnampa.us](mailto:owensms@cityofnampa.us)

Sign Permit Information and Applications can be found at [www.cityofnampa.us](http://www.cityofnampa.us)

For Building Safety Code information:

**Building Safety Department**

Neil Jones, Assistant Building Official

208-468-5492

[jonesn@cityofnampa.us](mailto:jonesn@cityofnampa.us)

For Utility Easements and Right-Of-Way information:

**Engineering Department**

Jim Brooks, Senior Engineering, Plans Examiner

208-468-5459

[brooksj@cityofnampa.us](mailto:brooksj@cityofnampa.us)

Dan Cornwall, Right-Of-Way Technician

208-468-5471

[cornwalld@cityofnampa.us](mailto:cornwalld@cityofnampa.us)



# 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](http://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: 208-468-5406 411 3rd Street South  
 Fax: 208-468-5439 Nampa, Idaho 83651  
 NORMAN HOLM, 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

**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.