



# SIGN PERMIT CHECKLIST

The following items shall be included in the application submittal. Additional information may be required upon official review of the plans. Please check the box for each item listed below to confirm submission of the item listed.

## SECTION 1: Filing Requirements

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- A permit application through our Online Permit Center at
- Copy of Deeds or Proof of Ownership
- Signed Property Owner Acknowledgement form (if applicable)
- Colored sign plans (see Section 3) to be reviewed by staff for completeness and accuracy. Please follow the instructions for PDF Formatting Requirements for Electronic Submission.
- Filing fees (see Section 2)

## SECTION 2: Filing Fees

Refer to the Planning Department fee list for most current fees.

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- Sign Permit fees. Fees will be required to be paid once the application has been submitted and received by the department.

## SECTION 3: Contents of Sign(s) Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

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1.  Detailed Site Plan, drawn to scale, showing:
  - Property lines and dimensions
  - All streets, driveways, and parking
  - All existing and proposed buildings, structures, and signs
  - Any overhead utility lines on the property
  - Location of proposed sign with dimensions to property line
  
2.  Detailed Colored Elevations of Sign(s), showing:
  - Dimensions of the proposed sign, which include; area, width, height, and depth.
  - Cross sections with overall height, from natural grade and size of sign with dimensions.
  - Letter style, size, materials, and colors of sign copy and background
  - Full pole, post, or base description including materials, colors, height, and width.
  - Footing, foundation, and supports.



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- Landscape plan for around the sign.
- Method of illumination.

Note: Electric signs require an electrical permit and inspection from the building department.

## **SECTION 4: PDF Formatting Requirements**

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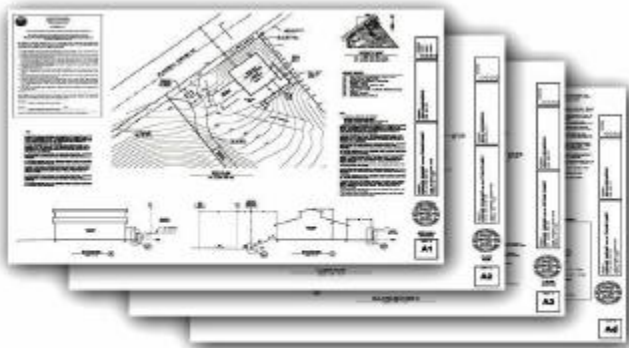
Portable Document Format (PDF) is the industry standard for electronic plans. The City of Caldwell only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the instructions carefully. Improperly formatted plans can delay the plan review process for your project.

**Layers:** No multiple layers. Layers must be merged or flattened.

**Format:** Vector-based files are preferred given the ability to scale these files.

**Resolution:** Min. of 300 pixels per inch (PPI)

**Grouping:** Multiple sheet PDF (single-file with multiple sheets)



**plans.pdf (multiple sheets)**

✓ **Correct**

**Labeling:** Each sheet of the plans must be labeled with the project name, contractor, and address of the subject site.



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**SECTION 6: Sign Details**

Fill in all the information below that is applicable to the type of sign being proposed.

**ANIMATED READER BOARD,  
ELECTRONIC OR CHANGEABLE  
COPY SIGN:**

Size in square feet:		
Part of a pole/post sign or monument sign:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there other animated reader boards/electronic signs or changeable copy signs on the site:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Illumination:  <input type="checkbox"/> No sign illumination <input type="checkbox"/> Internal; type: _____ <input type="checkbox"/> External; type: _____		

**FREESTANDING (POST), POLE,  
OR DIRECTORY SIGN:**

Total linear feet of site's street frontage:		
Total square feet of all signs on the property, including the proposed, but excluding wall and window signs:		
Overall height of the sign as measured from the ground to the highest point of the sign:		
Distance the sign is set back from the property line / right of way:		
Illumination:  <input type="checkbox"/> No sign illumination <input type="checkbox"/> Internal; type: _____ <input type="checkbox"/> External; type: _____		

**MONUMENT OR SUBDIVISION  
ENTRY SIGN:**

Square footage of sign:		
Overall height of the sign as measured from the ground to the highest point of the sign:		
Distance the sign is set back from the property line / right of way:		
Illumination:  <input type="checkbox"/> No sign illumination <input type="checkbox"/> Internal; type: _____ <input type="checkbox"/> External; type: _____		



**SECTION 5: Applicant Acknowledgement**

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- I acknowledge that all items on the checklist are included in the submittal package and that all documents have been submitted as single-sided, high-resolution pdf documents; and
- I acknowledge that I have read, understand, and am in compliance with all standards, terms, and requirements listed in Caldwell City Code; and
- I certify I am the:
  - Property Owner as the Applicant     Property Owner's Agent / Representative

\_\_\_\_\_  
Applicant / Applicant's Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant / Applicant's Representative Signature