

COMMERCIAL SIGN

SUBMITTAL CHECKLIST AND STANDARDS

REQUIRED FOR ALL SIGNS

Drawings:

- **Lettering Style and Sizing** – Complete text to appear on sign.
- **Sign Dimensions** – Including base, wall, and background area.
- **Construction Materials** – Including construction materials of sign and existing building.
- **Sign and Lettering Colors** – Colored diagram, color samples, or paint chips.

Documents:

- **Affidavit of Legal Interest** – Complete an [Affidavit of Legal Interest form](#).
- **Narrative** – Including number of signs, type of signs, illumination, location and placement.

ADDITIONAL CHECKLIST ITEMS – BY SIGN TYPE

WALL

- **Building Elevations** – Must include wall dimensions, scaled location of sign on building, and all existing signs.
- **Connection Detail** – Must include type of anchors and location(s) of anchorage.

MONUMENT (Ground Signs, Scoreboards)

- **Site Plan** – Must show property lines and adjacent sidewalks, right of way from center of streets, landscaping, vision triangle, exact location of sign on property. Must include all existing free standing signs.

NOTE: If the sign is located in the road right-of-way, a license agreement from Ada County Highway District (ACHD) must be obtained. You may contact ACHD at (208) 387-6100.

- **Structural Engineering** – Must be stamped by an Idaho licensed professional. Footing and support detail must indicate number, type, and size of support poles and connection method being used to connect to the footing.

NOTE: Required when proposed sign exceeds seven (7) feet in height.

- **Foundation and/or Footing Detail** – Must provide all measurements and depth below grade.

SUBMITTAL STANDARDS AND FILE NAMING REQUIREMENTS

All drawing sheets must be submitted:

- In a PDF format
- In landscape format in the horizontal position
- With a space reserved in the upper left corner for City Approval stamps
- Drawn to scale with each sheet stating the scale
- As individual sheets
- With a file name allowing for easy identification of the drawing content.
Example: CS – Cover Sheet; SP1 – Site Plan; S4.0 – Structural Roof Framing; E2.0 – Electrical Schedule
- As print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.

All documents (non-drawing files) must be submitted:

- As searchable PDF files

