



**City of Twin Falls
Planning & Zoning Department**

203 Main Ave. E.
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Twin Falls, ID 83303-1907

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Sign Permit Application

<u>PROJECT INFORMATION</u>	
Project Address: _____	Phone #: _____
Business/Tenant using space: _____	Estimated Value \$ _____
Describe the # and types of signs propose: _____	
<u>PROPERTY OWNER INFORMATION</u>	<u>CONTRACTOR INFORMATION</u>
Name: _____	Business Name: _____
Contact Person: _____	Address: _____
Address: _____	City, State, Zip: _____
City, State, Zip: _____	Phone: _____
Phone: _____	Email: _____
Email: _____	State Registration # & Expiration Date: _____

Current Signage:

Sign #	Type	Illuminated	Sq. ft. per sign	Height	Location

Proposed Signage:

Sign #	Type	Illuminated	Sq. ft. per sign	Height	Location

SIGN PERMIT APPLICATION MINIMUM REQUIREMENTS

1. – Electronic PDF of plans (email to bsdpermits@tfid.org)
2. – Signs drawn to scale and dimensioned; attach a color rendering that represents the actual sign(s).
3. – Site Plan - scaled, showing:

<ul style="list-style-type: none"> North arrow and scale. Dimensioned location of proposed and existing sign(s) on property. Street frontage dimensions and all street names. Dimensioned property lines. Existing and proposed buildings 	<ul style="list-style-type: none"> Right of way. Dimensions from outer edge of sign and/ or foundation to back of sidewalk and/or face of curb. Dimensions of wall(s).
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4. – Sign Elevations, showing:

<ul style="list-style-type: none"> Dimensions, locations, and orientation for every sign, existing and proposed. Height of sign from ground. 	<ul style="list-style-type: none"> Face, pole covers, non-lettered areas, base, poles, and non-lettered symbols. Projection of sign.
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5. – Foundation details for all free-standing signs & attachment details for wall signs.
6. – Completed application form.
7. – Electrical permit application (if illuminated sign)

I certify that the value & scope of work provided above are the most accurate available at this time:

Print Name	Signature	Date
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