



City of Idaho Falls  
Building Department

## Portable Sign Permit Request Form

Submittal Date: \_\_\_\_\_

Checked Date: \_\_\_\_\_

Job Address: \_\_\_\_\_

Zone: \_\_\_\_\_

Sign Installer: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Sign Type: \_\_\_\_\_  Permit Fee \$15.00 Paid

**Portable Signs:** One portable freestanding or portable A-frame sign is permitted per business. Maximum height is not to exceed three (3) feet in required set back, maximum allowable area 12 square feet per side if the sign is double faced. 6 feet maximum height. On premises only. Such signs must be placed on private property and must conform to location requirements of the Zoning Ordinance of the City of Idaho Falls. In addition, all portable signs shall comply with the following requirements:

**One per business**

- A) All signs shall be located in such a way that sight clearance is not impeded for motorists or pedestrians.
- B) All wiring, if any, shall comply with the National Electrical Code as adopted by the City.
- C) All signs shall be firmly mounted to avoid hazards associated with movement of any kind.

**Permits** for placement of such signs shall be the responsibility of the sign owner. Permit application shall include a site plan and wiring plan.

**Commercial Zone:** For the purpose of this ordinance, commercial zones shall be considered to be **C-1, HC-1, CC-1 GC-1, I&M-1 I&M-2, M-1**

**Sign, Portable:** Any sign not permanently attached to a permanent structure.

**Portable Signs:** Shall not be permitted in the RSC-1 & PT Zones

**Permits will not be issued without the following drawings:**

**Site Plan:** Property lines, driveway/intersections, easements, building, etc.

**Elevation:** Front and side view

**Hold down detail**