



City of Rathdrum
PUBLIC WORKS / PLANNING DEPARTMENT
COMMERCIAL SIGN PERMIT APPLICATION

This application must be filled out legibly, in blue or black ink, either hand printed or typewritten

Applicant: (the owner or person entitled to possession of the sign)

Last Name: _____ First Name: _____

Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Representative: _____

Phone: _____ Email: _____

Physical Address or location of Proposed Project: _____

Assessor Parcel Number (12 digit): _____ Subdivision: _____ Block: _____ Lot: _____

Proposed Project/Use: _____

Submit the following along with this completed application:

(By email to mari@rathdrum.org (PDF only) **OR** at City Hall)

- Scaled site plan drawing (2 copies) showing the location and setbacks of the sign support relative to property lines and any projection of the signage into the rights-of-way or over public ingress/egress travel ways
- Exact dimensions of the proposed sign (*and* exact dimensions of the building face a wall sign is to be placed upon, if applicable)
- A sample drawing of the sign
- Footing and foundation plans that demonstrate the stability of the sign (2 copies)*
- Such other information as may be required by the planning director or the planning director's designee for determination of compliance with the City's sign code (RCC 11.16)

*All sign / footing / foundation / construction plans must meet the requirements of the Uniform Sign Code, 1997 Edition, as published by the International Conference of Building Officials (as adopted).

Completion of this application, submittal of documentation or payment of fees does not constitute approval of the application nor guarantee the issuance of a permit, and does not create a vested right.

APPLICATION FEES

Temporary Sign: \$22.00

Permanent Sign (attached to structure): \$54.00

Free Standing Permanent Sign: \$125.00

(Submit footing and foundation plans for review, evaluation and building permit)

Additional Fees May Apply: \$ _____

Applicant _____ Date _____

For Official Use Only

Paid: Cash Check No. _____

Approval: _____

All residential/commercial/industrials signs must be placed on the applicant's property (not on/in City/State/Federal/Public property and cannot be placed in public Rights of Way), and must meet the requirements of Rathdrum City Code (RCC) "Chapter 16: Signs" which can be located on the City's website, <https://www.rathdrum.org> (use the "City Code" tab), or directly at https://www.sterlingcodifiers.com/codebook/index.php?book_id=626:

EXAMPLE SITE PLANS

