



# Meridian Building Services Sign Permit Application Checklist

Community Development  
Department

Project Name:	Permit #:
Applicant/Agent:	

All application submittals are required to contain the following:

Applicant <input checked="" type="checkbox"/>	Description	Staff <input checked="" type="checkbox"/>
	<b>Sign Permit Application</b> – Completed and Signed	
	<b>Affidavit of Legal Interest</b> – Signed and notarized by the property owner. (If the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent.)	
	<b>Address Verification</b> Address verification is mandatory, even if your address is known and existing. Please complete and email the Address Verification Request included in this packet to: <a href="mailto:communitydevelopment@meridiancity.org">communitydevelopment@meridiancity.org</a> to receive your required Address Verification. Please include the verified address document you received, with your full submittal to Meridian Building Services.	
	<b>Drawing of the Proposed Sign (s), including the following:</b> <ul style="list-style-type: none"> <li>• Complete text to appear on sign (business name, logo, sub-titles, etc.) including size &amp; lettering style</li> <li>• Overall sign dimensions (including base, wall area, background area)</li> <li>• Construction materials</li> <li>• Sign and lettering color(s) – include color samples or paint chips</li> </ul>	
	<b>Plans – Wall Sign(s)</b> Building elevations, including wall dimensions and exact, scaled location of sign on building. Elevations must include existing building signs. Indicate how the sign will be attached including: construction of structure the sign is being attached to, type of anchors used and location(s) of anchorage.	
	<b>Plans – Freestanding Sign(s)</b> Site plan showing property lines and adjacent sidewalks, rights of way from center of streets, landscaping, vision triangle, screening and exact, scaled location of sign on property. Site plan must include all existing freestanding signs. Provide structural engineering prepared by and Idaho licensed engineer with completed Structural Calculations and Specifications.	

**APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL ITEMS ON THE CHECKLIST ARE SUBMITTED**

**BUSINESS IDENTIFICATION SIGN PERMIT APPLICATION**

Building permit number \_\_\_\_\_ Total value of sign(s) \$ \_\_\_\_\_ Total value of electrical portion only \$ \_\_\_\_\_

**Sign Contractor**

Name \_\_\_\_\_ Reg. # \_\_\_\_\_ Expiration \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Business Owner**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_

**Project Information**

Business Name \_\_\_\_\_

Location / street address \_\_\_\_\_ Zoning District \_\_\_\_\_

Range of addresses (if PSP) \_\_\_\_\_

Is there an existing Planned Sign Program for this property?  Yes  No  Not Required

Number of signs \_\_\_\_\_ Sign Type (i.e., wall, freestanding, et cetera) \_\_\_\_\_ Illuminated?  Yes  No

Location / placement of proposed sign(s) \_\_\_\_\_

**Requirements – One set of all items required from checklist. Application Fee of \$53.00 (Permit fees shall be paid at the time of permit issuance)**

Applicant (Please Print Name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Permit Number Assigned \_\_\_\_\_

Value \_\_\_\_\_ Permit Fee \_\_\_\_\_ Plan Check \_\_\_\_\_ Total = \$ \_\_\_\_\_





Community Development  
Department

Meridian City Hall, Suite 102  
33 E. Broadway Avenue  
Meridian, Idaho 83642  
208.887.2211

## Address Verification Request

### Requestor

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

***Please check the appropriate box below and submit the required information to [communitydevelopment@meridianscity.org](mailto:communitydevelopment@meridianscity.org). Please allow 24 hours for reply.***

### Commercial Project

#### Required Information:

Project Name \_\_\_\_\_  
Address (if known) \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Site Plan - Include adjacent street name (s)

Detailed Floor Plan to include:

- Entrances – Designate “main entrance” if occupying more than one space
- Proposed number of tenants and spaces – Define clearly on plan

### Tenant Improvement Project

#### Required Information:

Project Name \_\_\_\_\_  
Address (including suite number) \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Detailed Floor Plan to include:

- Entrances – Designate “main entrance” if occupying more than one space
- Proposed number of tenants and spaces – Define clearly on plan

### Sign Permit Application

#### Required Information:

Project Name \_\_\_\_\_  
Address (including suite number) \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_