

# Requirements

-Completed and signed Sign Permit application

-Affidavit of Legal Interest signed and notarized by property owner

-Drawing of the proposed sign

-Overall sign dimensions

-Construction materials

-Method of fastening the sign to the ground or permanent structure

-Location of all other signs (limited duration signs and permanent signs)

-For Limited Duration Wall Sign

-Gross floor area of building/tenant space.

-Exact, scaled location of sign on building.

-For Limited Duration Free Standing Sign

-Site plan showing property lines and any adjacent sidewalks, right-of-way from center of street, vision triangle, landscaping, screening, and exact scaled location of sign on property. Site must also include all freestanding signs within 50 feet of proposed sign.



### Disclaimer

This brochure is intended to be used for general informational purposes only, and the content is subject to exception, varied interpretation, and change. Nothing herein should be construed or relied upon as the final decision of City staff or elected officials for any purpose whatsoever.

## For More Information

### Meridian Planning Department

Meridian City Hall

33 E. Broadway Avenue Suite #102

Meridian, ID 83642

Phone: (208) 884-5533

<http://www.meridiancity.org/planning.aspx?id=227>

### Online Permit Process

Permits can be accessed online at: <https://citizenportal.meridiancity.org/citizenaccess>

### Meridian Code Enforcement

Meridian Police Department

1401 E. Watertower Ln

Meridian, ID 83642

Phone: (208) 846-7326

Fax: (208) 846-7366

### Meridian Police Department

1401 E. Watertower Ln

Meridian, ID 83642

Phone: (208) 888-6678

Fax: (208) 846-7366

Dispatch (208) 377-6790

Emergency: 911



## Meridian Police Department Code Enforcement

*Limited Duration Signs  
for Business Owners*

## Limited Duration Signs

A Limited Duration Sign Permit from the City of Meridian is required for the display of any temporary sign.

This permit is obtained from the Planning Division of the Community Development Department located in Meridian City Hall at 33 E. Broadway Ave, Suite #102. Phone is (208) 877-2211.

The Limited Duration Sign Permit can be applied for in person or online. The fee for the permit is \$27.00. If applied for online, the fee can be paid with an eCheck for an extra \$2.50 or with a credit card for an extra 3% + \$1.00.

Failure to obtain a required Limited Duration Sign Permit or comply with the terms of the permit is a citable offense and may result in the denial of future or pending City applications.



## General Standards for a Limited Duration Sign

- Sign shall be securely fastened to the ground or permanent structure and shall not create a potential hazard of any kind
- No sign shall be illuminated
- No sign shall be located in the public right of way
- All signs shall be weatherproofed and kept in a good repair
- A maximum of one sign shall be displayed per business at any one time
- Balloons and other inflated devices that are limited duration signs shall be no greater than one and one-half (1 1/2) times the maximum building height
- Electrical components shall be prohibited as part of a limited duration sign except electrical pumps may be allowed for balloons and other inflated devices

Prohibited Example Below



### Q: What is a Limited Duration Sign?

A: Any sign, or item with text, displayed for a limited period of time viewed from any street, sidewalk, parking area, or abutting property.

### Q: Can I put my sign anywhere?

A: Private signs are not allowed in the public right-of-way or city-owned property. Signs are only allowed on private property, with permission, and must not block pedestrian traffic on sidewalks or create a hazard of any kind.

### Q: How long can I have my sign displayed?

A: Each business is allowed a maximum of 120 days per calendar year. We offer 7-day, 15-day, 30-day, 60-day, 90-day, or 120-day permits.

### Q: If my business is on private property, do I need a permit for my limited duration sign?

A: Yes. This permit is the City's means to verify your sign meets all safety requirements and standards in Meridian City Code.

### Q: Can my sign be double sided?

A: Yes.

### Q: Can I put balloons on the sign?

A: Balloons without graphics or writing that communicate information to the public are allowed on limited duration signs.

### Q: Can I put flashing lights on my sign?

A: Flashing lights on limited duration signs are prohibited in the City of Meridian.

### Q: Are any signs allowed without a permit?

A: Because handheld signs are not regulated by Meridian City Code, they are allowed without a permit.