

Minidoka County Building Department

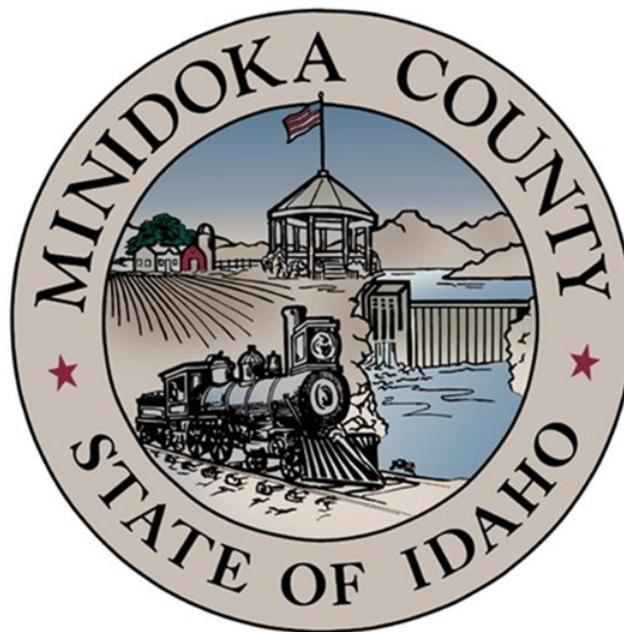
SIGN PERMIT PACKET

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SignPermit Guide

This guide outlines the requirements for obtaining a Building Permit for signs within Minidoka County.

In order to ensure that your application is processed in a timely manner, please provide a **complete application and submittals**. For application and submittal requirements, see the attached application and general information sheet.

Building Department

Brett Stephens – Community Development Administrator—BStephens@minidokacounyt.id.gov

Rick Nay – Building Official / Building Inspector – RNay@minidokacounty.id.gov

CURRENT CODES:

2018 International Building Code (IBC)

2018 International Fire Code (IFC)

2018 International Existing Building Code (IEBC)

Design Criteria

Risk Category: Defined in IBC Table 1604.5

Snow Load	Wind Speed (mph)					Frost Depth	Seismic - Site Class D			
	Risk Category	I	II	III	IV		Rick Category	I & II	III	IV
20 lbs (4800)		95	100	105	110	24"		C	C	D

OTHER ENTITIES:

Idaho Division of Building Safety - (800) 955-3044

Electrical/Plumbing Permits

South Central Health District – (208) 678-8221

Minidoka Highway District – (208) 436-6112

Minidoka Irrigation District – (208) 436-3188

A&B Irrigation District – (208) 436-3152

FIRE DEPARTMENTS:

City of Rupert : (208) 436-9600

West End : (208) 438-4511

MCFPD: (208) 679-8250

CITY ZONING:

City of Paul: Paul Aston - (208) 312-4602

City of Rupert:

City of Acequia: Matt Darrington - (208) 260-5280

City of Minidoka:

CITIES:

City of Paul : (208) 438-4101

City of Rupert : (208) 436-9600

City of Acequia: (208) 436-6775

City of Minidoka: (208) 531-4101

Sign Permit Guide

This guide outlines the requirements for obtaining a building permit to construct a Non-residential or Multi-Family Structure within Minidoka County.

In order to ensure that your application is processed in a timely manner, your [plans and application must be complete](#). For application and submittal requirements, see the attached General Information sheet and checklist.

Plan Review Schedule & Submittal Guidelines

Estimated Turnaround times- Plan Review turnaround times are subject to change without notice. Our turnaround time goals are 5-10 business days, but may fluctuate based on plans being incomplete and/or incorrect, the size and scope of project, and quantity of work load.

Permit Application

- Permit applications must be filled out in their entirety. Missing or incomplete information will cause delays in the processing of the permit application.
- New Construction project permit applications must be accompanied by a legal description of the property.
- Plan submittals must be accompanied by all applicable documents.

Project Valuation

Project Value is used to calculate fees for the building permit. Project Value is the total value of the construction work for which the permit is issued, **including overhead and profit** as well as finish work, painting, roofing, electrical, plumbing, heating/air conditioning, elevators, fire extinguishing systems, other permanent equipment, and owner supplied items. Project value excludes land.

Minidoka County

Sign Zoning Standards

EXEMPT SIGNS:

The following types of signs, when not illuminated, do not require permits and are not subject to the general requirements of this article:

- A. Directional or informational signs bearing no advertising message located within a parcel and signs not exceeding sixteen (16) square feet in area erected for the convenience of the public, such as signs identifying restrooms, public telephones, walkways and similar features or facilities.
- B. Memorial signs or tablets and names of buildings and dates of erection when mounted on or cut into the surface or facade of the building.
- C. Traffic or other county signs required to be mentioned by law, railroad crossing signs, legal notices and such temporary emergency or nonadvertising signs as may be authorized by the board of county commissioners.
- D. Signs placed by public utilities showing the location of underground facilities.
- E. Project or construction signs when referring solely to the principal use of the property.
- F. Home signs located on the parcel of the applicable residence or home occupancy.
- G. Property and temporary signs. (Ord. 2016-09-13-J, 9-13-2016)

PROHIBITED SIGNS:

- A. No sign or sign structure, other than those approved by the jurisdiction having authority, shall be placed upon any road or highway right of way.
- B. No rotating beam, beacon, or flashing illumination resembling an emergency light shall be used in connection with any sign display. (Ord. 2016-09-13-J, 9-13-2016)

GENERAL REGULATIONS:

- A. Installation; Compliance With Building Code: In addition to the requirements herein provided, the installation of signs and billboards shall be governed by applicable provisions of the currently adopted building code.
- B. Sign Projections: Sign projections over a public right of way, if permitted, will be governed by the applicable standards as established by the authority having jurisdiction as well as provisions provided in this title.
- C. Placement; Consent Required: No sign or sign structure shall be placed on private or public property without the written consent of the owners or agents thereof.
- D. Facing Side Or Rear Property Lines: No sign facing the side or rear property line of an abutting residential property shall be located within fifty feet (50') of such side or rear property line.
- E. Flashing Or Animated Signs: Flashing and/or animated signs shall be prohibited within three hundred feet (300') of any residential zoning district.
- F. Sign Size And Location: For the purpose of preventing the blanketing of one sign by another, the following provisions regulating the size of a sign and its location shall govern:
 1. No projecting sign shall be erected in the same horizontal plane with other projecting signs, unless the sizes are spaced as set forth herein, measured center to center.
 2. Projecting signs three feet (3') or less in depth shall be spaced no less than ten feet (10') apart.
 3. Projecting signs more than three (3) to six feet (6') in depth shall be spaced no less than twenty feet (20') apart.
 4. Projecting signs more than six feet (6') in depth shall be spaced no less than thirty feet (30') apart.
 5. Any projecting sign erected at a shorter distance than required above shall be erected above the top edge or below the bottom edge of the blanketed sign. (Ord. 2016-09-13-J, 9-13-2016)

HOME SIGNS:

- A. One accessory nameplate and home occupation sign or combination is permitted for each dwelling.
- B. In RL, RM and RH zoning districts, the erection of such signs is subject to the following design standards:
 1. Each sign shall not exceed four (4) square feet in area and may be illuminated by external illumination only.
 2. Home occupation signs must be attached flatly to the building and not to exceed the height of the eaves line.
- C. In other than RL, RM and RH zoning districts, the erection of such signs is subject to the following design standards:
 1. Each sign shall not exceed sixteen (16) square feet in area and may be illuminated by external illumination only.
 2. Home occupation signs located in the front yard shall be positioned as to not obstruct vision at intersections or for access driveways.
- D. Any home occupation sign not complying with these provisions may be permitted only with the granting of a special use permit. (Ord. 2016-09-13-J, 9-13-2016)

BILLBOARDS:

- A. Billboards shall be permitted as established in the official schedule of zoning regulations only adjacent to state highways and Interstate 84.
- B. Billboards may be permitted as established in the official schedule of zoning regulations adjacent to other arterial streets or roads with the approval of a special use permit.
- C. Billboards shall be located within one hundred feet (100') of the street, road, highway or interstate right of way.

- D. Billboards shall not exceed a height of fifty feet (50') from the base of the sign or twenty five feet (25') from above grade level of the right of way, whichever is less.
- E. Billboards shall not exceed three hundred twenty (320) square feet in area, except along Interstate 84 where billboards shall not exceed six hundred seventy five (675) square feet.
- F. Billboards may be allowed two (2) faces or back to back sign faces, provided there is no more than five feet (5') separating the sign faces.
- G. Billboards shall not be located any closer than one thousand feet (1,000') from any other billboard measured from center of sign to center of sign in the direction of the traffic being served on any given side of the street, road, highway or Interstate 84.
- H. Billboards located on intersecting streets, roads or highways shall not be located any closer than one thousand feet (1,000') from any billboard located on an intersecting street, road or highway.
- I. Billboards shall not be located within four hundred feet (400') of any residential zoning district.
- J. Billboard's primary structure shall be of painted noncombustible material and monopole design.
- K. Illumination of billboards shall be limited to the hours between dusk and dawn. (Ord. 2016-09-13-J, 9-13-2016)

SIGN PLAN REVIEW SUBMITTAL CHECKLIST

Notice to applicants:

This checklist is designed to provide the basic information needed to allow the Building Department and various agencies to complete a plan review of the proposed project. These are basic guidelines and more submittals may be required upon request.

- Additional permits ARE REQUIRED for ELECTRICAL work.
- Permit applications are reviewed in the order they are received. To avoid delays please make sure that all required information is submitted. **Please allow 10-15 Business** days for most plan reviews once all information is received.

**Two (2) sets of Plans Submitted to the Building Department – Minimum size 11”x17” to scale
One (1) set of Plans Submitted to the Fire Jurisdiction**

Site Plan

- Legal Description and/or record of survey for the property and vicinity map
- Location of new and existing structures with full dimensioned measurements to property lines, easements, & other structures.
- Civil Site Plans of immediate area including: utilities, access, parking, landscaping, etc.

Foundation Plan

- Include all required structural steel reinforcing and special inspection criteria.

Elevations

- North, South, East, West

Code Analysis

- Required Information is detailed on the Code Analysis form with the application.

Structural Plans

- Structural details, and all other structural information as indicated in the calculation or required by the Building Official.

Property Owner			
Name		City/State	Phone
Address			Email
Property Detail			
Parcel ID <input type="checkbox"/> Verified		Lot/Block/Subdivision	
Approximate Site Address		Fire District	Lot Size
Applicant /Contractor			
Name		Address	
Company		Phone	
License#	Expiration	Email	
Project Details			
Please Check One:	Check All That Apply:		PROJECT VALUATION:
◇ RESIDENTIAL	◇ ELECTRIC	◇ NEW SIGN	
◇ COMMERCIAL	◇ NON-ELECTRIC	◇ EXISTING SIGN (updates)	
Building Use Description / Type of Occupancy:			
Scope of Work Description:			
Dimensions:	Elevations:	Has Any work been Started?	
		Are there Existing Structures on the Property?	
		Zoning District: (circle one)	
		RL RM RH AL AM AH CL CG IL IH	

Required Review Approvals and Comments

Approvals & Comments may be Emailed to Building@co.minidoka.id.us

Zoning (City or County)	Date
Signature	Printed Name
Fire District	Date
Signature	Printed Name
Hwy Department Access	Date
Signature	Printed Name
Irrigation District	Date
Signature	Printed Name
Public Health District	Date
Signature	Printed Name

PERMIT AGREEMENT

THIS PERMIT CAN BECOME NULL AND VOID IF WORK OR CONSTRUCTION IS NOT COMMENCED WITHIN 180 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK HAS COMMENCED.

111.1 Use and occupancy.

A building or structure shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the *building official* has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

111.4 Revocation.

The *building official* is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

I hereby apply for a permit to do the work stated above. I understand that any variance from the permit will require an amendment to the permit or require a new permit application. I hereby certify that a final inspection will be obtained by the Minidoka County Building Department prior to use or occupancy of the structure. Additionally I hereby authorize agents of the County to enter this subject property for the purpose of determining compliance with applicable county regulations and shall fully cooperate with agents in such compliance audits.

I certify that the application and scope of work provided are accurate.

Applicant / Authorized Agent Signature: _____ Date: _____

Received By: _____ Date: _____