

**CITY OF PONDERAY**  
**County of Bonner**  
**SIGN PERMIT APPLICATION PROCEDURES**

**STEP #1**

**PLANNING AND ZONING REQUIREMENTS:**

1. Recorded copy of your warranty deed or lease agreement, showing your name and legal description.
2. Compliance with (a) Zoning (b) Subdivision (c) Stormwater (d) Floodplain regulations.
3. Complete the plot plan as directed on the form provided. Show all setbacks from structure to property lines.  
(A survey may be required to verify setbacks).
4. Commercial and Industrial projects must have site plan approval.

**STEP #2**

**BUILDING AND SAFETY REQUIREMENTS:**

1. Make sure all non-shaded areas on the application are complete.
2. Provide clear directions to the building site.
3. After reading the notice at the bottom of the page, please print your name legibly, and sign your name and date the application.
4. **THREE (3) 11X17** complete sets of construction plans are required for your project. All plans must be drawn to scale showing the following information: **Full size sets may be required if 11x17 aren't legible.**  
Free standing sign plans must be **Stamped by an Idaho Licensed Architect or Engineer.**

**All plans must be drawn to scale showing the following information:**

- Elevations of all sides of the structure.
  - Footing and Foundation details (**show sizes and rebar schedules**).
  - Complete framing details showing all structural components.
  - Dimensions must be clearly indicated on the plans.
  - **NOTE:** One set of the approved plans will be stamped by our department, and **MUST remain on the job site at all times.**
5. An Energizing Permit allowing connection of electricity to the building will be issued after a completed building permit is filed with the city.
  6. **Return completed application and required approvals and information to the City of Ponderay.**  
**\*\*\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\*\*\***

**STEP #3**

**STATE REQUIREMENTS:**

1. State and Electrical Permits are required. For more information, contact the Idaho Division of Occupational and Professional Licenses, (208) 332-4700

Phone (208) 265-5468  
Phone (208) 263-4160

City of Ponderay, 288 4<sup>th</sup> Ponderay, ID 83852  
James A. Sewell and Associates, LLC,  
1319 North Division Ave.,  
Sandpoint, ID 83864

Fax (208) 265-4357

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**SIGN DESIGN CRITERIA**

Design Criteria:

* Ground Snow Load	104
* Wind Speed	115
* Seismic Design Category	C
* Weathering	Severe
* Frost Line Depth	24-inches below finished grade
* Termite	None to slight
* Decay	None
* Winter Design Temperature	-10° Fahrenheit

**DEAD LOAD:** Is the vertical load due to the weight of all permanent structural and non-structural components of a building; such as walls, floors, roofs and fixed service equipment.

**WIND LOAD:** Shall be based on basic wind speed of **115 mph.**

**EARTHQUAKE LOAD:** Shall be based on **Seismic Zone C** of the International Building Code.

**ALL FREE-STANDING SIGNS MUST BE STAMPED BY A LICENSED STRUCTURAL ENGINEER.**

**VALUATION OF PROPOSED PROJECT**

**For other than new construction, i.e., remodels, signs,  
change of use, roof over modular homes and addition.**

**Applicant Name:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Applicant Telephone No.:** \_\_\_\_\_

To Whom It May Concern:

The project valuation for the proposed project listed above is \$\_\_\_\_\_.  
(For value of actual work being done.)

Sincerely,

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



