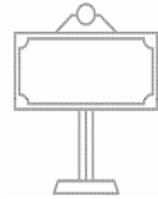




Application Fee: \$50



Sign Permit Application

- ✓ **All signs in Bellevue require a sign permit.** (Except for the types of signs listed in the “Exemptions” section on the following page.)
- ✓ It is the responsibility of the property owner to submit a complete application for review. Incomplete applications will be denied.
- ✓ Applicants are encouraged to schedule a meeting with City Staff to submit an application. Please contact Community Development Staff to make an appointment.

Application Materials

- A **Site Plan** is required. Please see “Helpful Tips” for an example and more information.
- A **Colored Depiction of each proposed sign** is required.
- If applicable, a **lighting plan** may be required.

General Requirements

- **Total Sign Area:**
 - The total size of all signs for a business cannot exceed 2 square feet for each linear foot of building frontage, up to 150 square feet.
- **Wall Sign Number & Size:**
 - Wall signs (signs affixed to the face of the building) cannot exceed 30 square feet in size.
 - Most buildings cannot have more than one wall sign
 - Building complexes (buildings with multiple businesses) may have one wall sign per business.
 - Buildings on street corners may have up to 2 wall signs: one per street-facing side. The sign on the non-address side cannot be larger than 10 square feet.
- **Freestanding Sign Number & Size:**
 - Freestanding (monument) signs cannot exceed 60 square feet per side.
 - Buildings and building complexes cannot have more than one freestanding sign.
- **Internally Lighted Signs:**
 - The total size of all internally lighted signs cannot exceed 75 square feet.
 - The sign’s letters and/or art can be internally lighted – not the background.

- **Neon Signs:**
 - One neon sign is allowed per building. Neon signs must be placed inside a window, cannot flash or chase (use a pattern for lighting different parts), and cannot be larger than 1.5 square feet in size.
- **Height:**
 - No sign – except for a wall sign – may exceed 15 feet from street grade or upper curb height.
 - No sign may exceed the height of the roofline for the building.
- **Lettering:**
 - Lettering on signs cannot be taller than 24 inches
 - A sign located 150 feet from a public street may have lettering that is no taller than 36 inches.

Case-Specific Requirements

- **Home occupations** may have a sign up to 2 square feet in size.
- **A sign can earn an allowable size bonus of 10%** if it is constructed from wooden materials or antiqued pre-aged metals.
- **Temporary business signs** may be approved by City Staff. Temporary signs must be less than 20 square feet in size and cannot remain in place more than 30 days.
- **Off-site signs** may be allowed in certain circumstances. Talk with City Staff for more information.
- If there are **multiple detached buildings** on one lot, the maximum total sign area is 200 square feet.
- **Signs extending within a public right-of-way** (a public street or sidewalk) must obtain an encroachment permit.
- **Freestanding Signs** cannot be pole signs, but must appear as monument signs. **Freestanding signs must also obtain a building permit.**
- **Electrical permits and inspections** must be obtained through the State of Idaho for any electrical work.

Signs Exempt from Permits

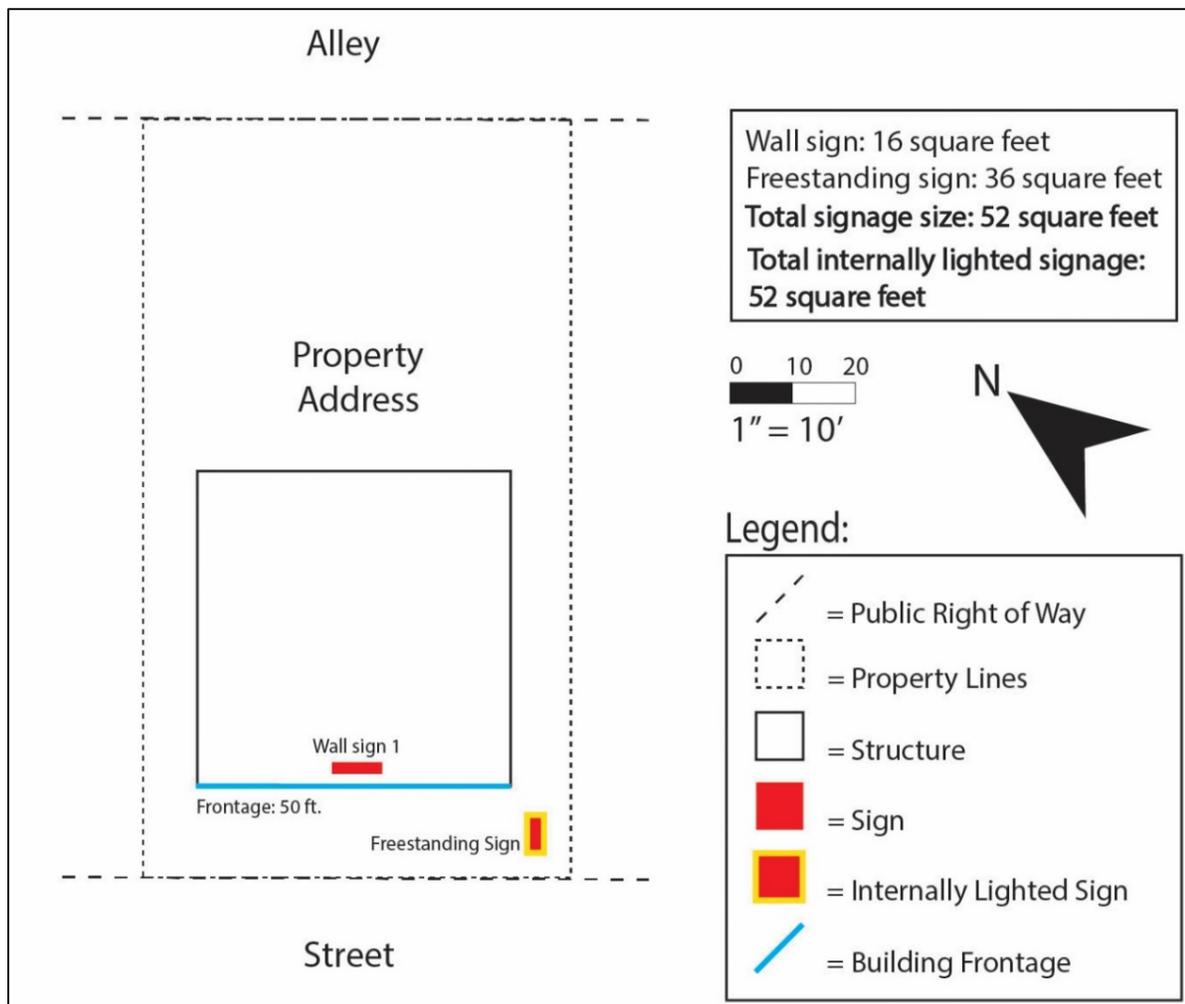
- Political signs
- Real estate signs
- Construction signs
- Flags of states or nations
- Residential signage for identification, rent, warning, or trespass
- Warning and directional signage

- Temporary promotional signage for businesses or community events
- Murals
- **Note:** though a sign may be exempt from requiring a permit, requirements may still apply. Please contact Staff for more information before placing any sign.
- Signs for charitable, service, and nonprofit organizations

Helpful Tips

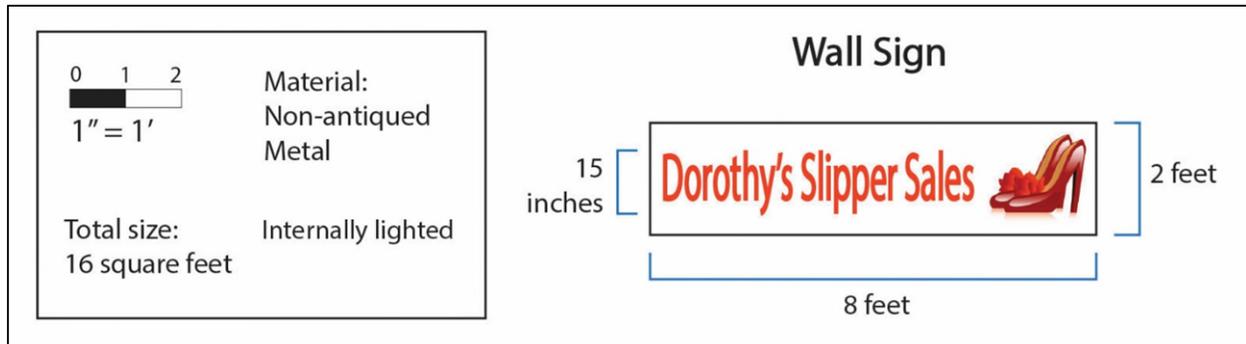
- A **Site Plan** is required as part of your Sign Permit application (please see example below). Your Site Plan should be to scale and should show:
 - Structure(s) on site
 - Length of building frontage
 - Sign locations and types
 - Sign sizes & total signage area
 - Signs to be lighted
 - Property lines & address
 - Public rights-of-way with names
 - Scale & north arrow

Site Plan Example:

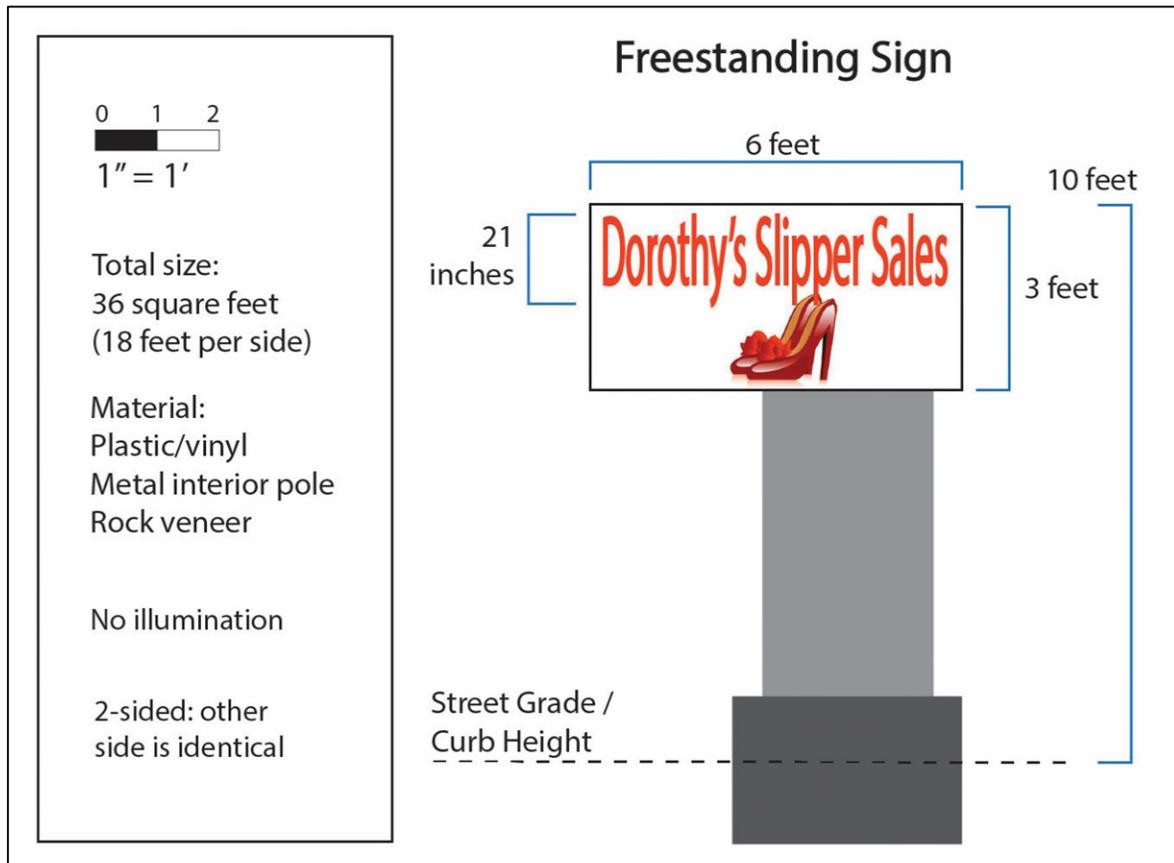


- A **Colored Drawing/Rendering** is also required for each sign included as part of your project (please see examples below). These drawings/renderings should be to scale, in color, and each one should show:
 - Proposed sign design
 - Sign dimensions & total size
 - Whether sign is to be lighted
 - Height of lettering
 - Height of sign from street grade (except for wall signs)
 - Materials to be used
 - Scale

Wall Sign Drawings Example: (A building elevation may also be required.)



Freestanding Sign Drawing Example:



- **Note:**
 - Example plans are illustrative only and may be simpler than the plans needed for your particular project.
 - Example plans have not been formatted to scale.
 - The included examples do not include all types of signs which your project may include. **Drawings/renderings of all projecting signs, hanging signs, window signs, and neon signs should be included with your application.**
- A **Lighting Plan** is required for any signs which are proposed to be internally or externally lighted. Staff will review this plan to ensure your project conforms with the Bellevue Lighting Ordinance (10-22B in Bellevue City Code). Your lighting plan should include:
 - Method of lighting for all lighted signs
 - Placement & height of lighting
 - Illuminance levels and type of lamps
- Please contact Staff if you have any questions about materials required for your application. Staff is happy to help.

Contacts

Brian Parker	Community Development Director	bparker@bellevueidaho.us	(208) 913-0187
Carter Bullock	Planner	cbullock@bellevueidaho.us	(208) 309-6110

Expiration

- Once issued, your sign permit will be valid for 1 year.

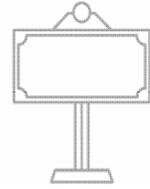
Application Fee: \$50

This page intentionally left blank.



Application Fee: \$50

CITY OF BELLEVUE Sign Permit Application



PROPERTY OWNER	<input type="checkbox"/> BILLING CONTACT <input type="checkbox"/> PERMITTING REP.	
Name:	Name:	
Mailing Address:	Mailing Address:	
Phone Number:	Phone Number:	
Email:	Email:	
CONTRACTOR	SITE INFORMATION	
Name:	Business/Use:	
Mailing Address:	Site Address:	
Phone:		
Email:	Lot:	Block:
Registration Number:	Subdivision:	

Applicant Check	Required Documents	Staff Check
<input type="checkbox"/>	Completed Sign Permit Application (This Page)	<input type="checkbox"/>
<input type="checkbox"/>	Site Plan	<input type="checkbox"/>
<input type="checkbox"/>	Drawings/Renderings of All Planned Signs	<input type="checkbox"/>
<input type="checkbox"/>	Lighting Plan (If Applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee (\$50)	<input type="checkbox"/>

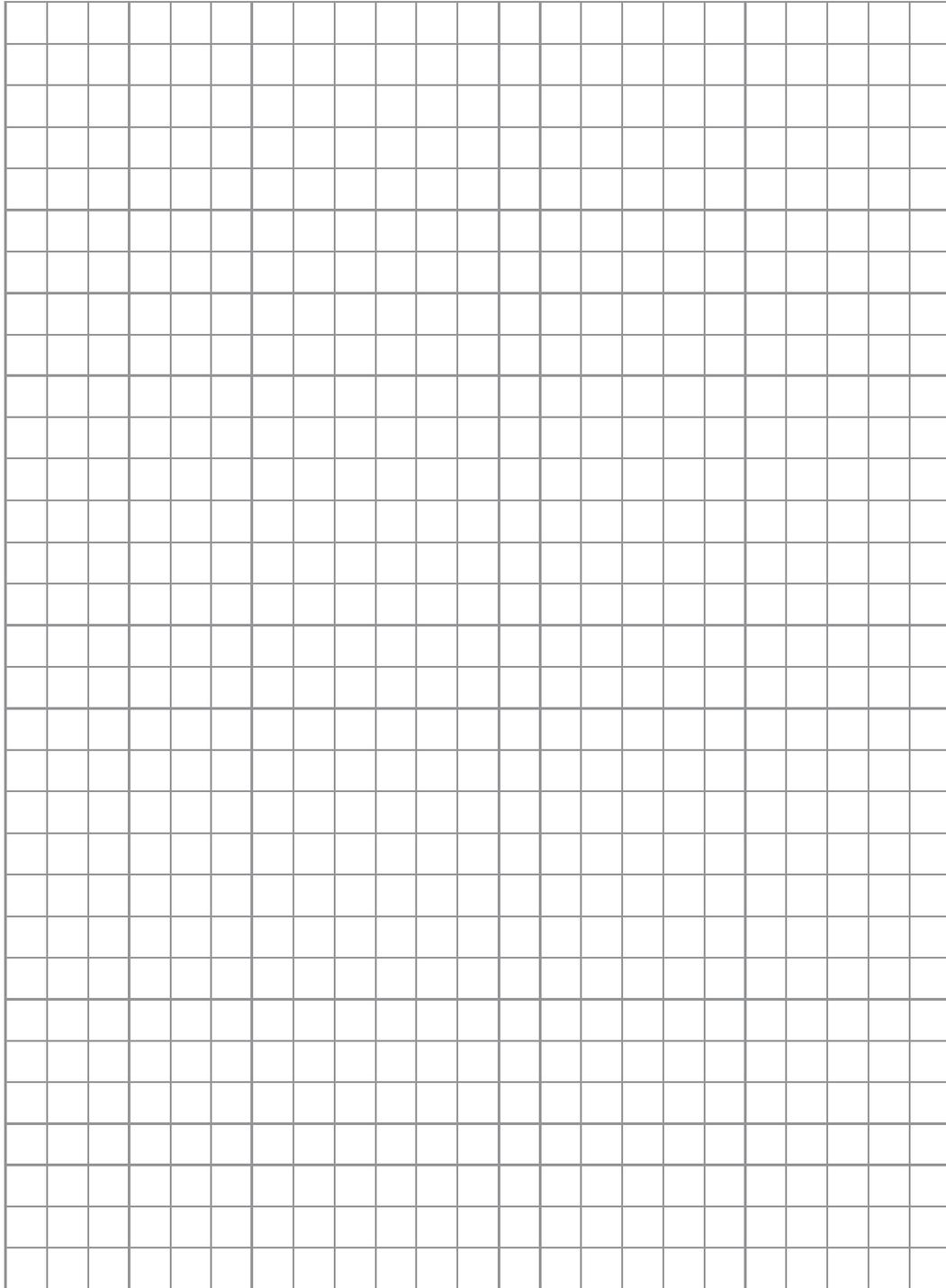
- I acknowledge that a complete application is required for review and the failure to submit all required documentation may result in the denial of the permit.
- I acknowledge that application fees are non-refundable.
- I acknowledge that the permit must be reviewed and approved by the City of Bellevue prior to the start of construction.
- I acknowledge that I must receive approval from the City of Bellevue for any additional signs, including temporary business signs.
- I acknowledge that Bellevue staff and/or contracted inspectors may need to access the property.
- I acknowledge that it is the responsibility of the property owner to locate all utilities prior to the start of construction.

Property Owner Signature _____

Date _____

Application Fee: \$50

Grid Paper for Your Convenience: (1 unit = 0.25 inches)



Scale:

North Arrow: