



CITY OF MIDDLETON

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 WWW.MIDDLETON.ID.GOV

Planning & Zoning Department
Sign Permit Checklist

Applicant	Description	Staff
	Completed and signed Commercial Building Permit Application	
	Narrative fully describing the following: <ul style="list-style-type: none"> • Number of signs • Type of signs • Type of illumination, if any • Dimensions of sign, including base, wall, and background area • Construction materials • Colors on sign • Location and placement of sign • Type of anchors and location of anchors 	
	Copy of Sign Plans in electronic format	
	Color rendering of sign	
	If wall sign, building elevation or rendering showing the sign on the building	
	If free-standing or monument sign, site plan showing location of sign	
	Copy of estimate or customer's invoice for sign manufacture and installation	
	Letter/email from owner of property authorizing sign application	
	Fee will be charged after review	