

SIGN SUBMITTAL STANDARDS & CHECKLIST

Submittal Standards

File Naming Standards allow for easy identification of drawings by naming convention: vector file types such as .PDF facilitate the most efficient viewing of documents. **Plans must be submitted in PDF Format.** Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.

- ◆ All plans must be submitted in Landscape format in the horizontal position & each sheet must be a different file.
- ◆ All plans need to be drawn to scale.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.

Wall Signs Submittal Checklist

Applicant	Description
	Affidavit of Legal Interest—Signed & Notarized by the property owner.
	Narrative — Including number of signs, type of signs, illuminated or not, location and placement.
	Lettering Style and Sizing—Complete text to appear on sign.
	Sign Dimensions— Including base, wall, and background area.
	Construction Materials—Including construction materials of sign and existing building.
	Sign and Lettering Colors—Colored diagram, color samples, or paint chips.
	Building Elevations—Must include wall dimensions, scaled location of sign on building, and all existing signs.
	Connection Detail—Must include type of anchors and location(s) of anchorage.

Free Standing Signs Submittal Checklist

Applicant	Description
	Affidavit of Legal Interest— Signed & Notarized by the property owner.
	Narrative — Including number of signs, type of signs, illuminated or not, location and placement.
	Lettering Style and Sizing — Complete text to appear on sign.
	Sign Dimensions — Including base, wall, and background area.
	Construction Materials — Including construction materials of sign and existing building.
	Sign and Lettering Colors — Colored diagram, color samples, or paint chips.
	Site Plan — Must show property lines and adjacent sidewalks, right of way from center of streets, landscaping, vision triangle, exact location of sign on property. Must include all existing free standing signs. (If sign is located in the right of way, must obtain a license agreement from
	Structural Engineering — Must be stamped by and Idaho licensed engineer. Footing and support detail must indicate number, type,

Submittal File Naming Requirements

Drawing file name must include the first characters of the discipline name, followed by the sheet number and name. **Resubmittals must use the EXACT same file name as the original.**

File Naming Examples for Tenant Improvement Projects			
Discipline	Sheet ID	Sheet #	Example File Names
Cover Sheet	A0.0	1	A0.0_Cover Sheet
Index Sheet	A0.1	1	A0.0_Index Sheet
Landscape	L	1.1	L1.1_Overall Site
Architectural	A	2	A2.0_First Level Floor Plan
Structural	S	1.4	S1.4_Third Level Floor Plan
Plumbing	P	1.0	P1.0_Fixture Plan
Electrical	E	1.0	E1.0_Lighting
Mechanical	M	1.1	M1.1_First Floor Demolition
Site Plan	SP	100	SP100_Site Plan
Interior Design	ID	1	ID1_First Floor Finishes
Life Safety and Master Egress	LSP	1	LSP1_Master Egress