



**CITY OF MOSCOW**  
**COMMUNITY DEVELOPMENT**  
 Ph: 208-883-7022  
 504 S. Washington Street  
 permittech@ci.moscow.id.us

**PORTABLE SIGN  
 PERMIT APPLICATION FOR  
 MOTOR BUSINESS and  
 GENERAL BUSINESS  
 DISTRICTS**

Property Address \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Owner/Tenant Name \_\_\_\_\_  
 Mailing Address (if different) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email: \_\_\_\_\_

**DESCRIPTION:**  New Sign  Alter Sign  Replace Sign

**PROPOSED SIGN(S):**

- A. Lot Frontage:  
 Primary Street Lot Frontage: (feet) \_\_\_\_\_  
 Secondary Street Lot Frontage (feet) \_\_\_\_\_
- B. Number of signs requested: \_\_\_\_ sandwich board(s)  
 \_\_\_\_\_ freestanding banner(s)
- C. Size(s): Height \_\_\_\_\_ Width \_\_\_\_\_
- D. Are signs proposed to be placed on the public right-of-way?  
 No  
 Yes – An Encroachment Agreement approved by the City Engineer will be required.

**SUBMIT WITH THIS APPLICATION:**

- 1. Payment of current portable sign permit fee.
- 2. Executed Encroachment Agreement (if placed on public right-of-way).

**ALL PORTABLE SIGNS WITHIN THE MB AND GB ZONES MUST COMPLY WITH THE FOLLOWING REQUIREMENTS PER MOSCOW CITY CODE 4-6-13(T)(2):**

1. Maximum number permitted shall be no more than one (1) Portable Sign per each one hundred feet (100') of lot frontage. At least one (1) Portable Sign shall be allowed per each lot street frontage. No more than three (3) Portable Signs shall be permitted for any single lot frontage.
2. Maximum size shall be four feet (4') in height and three feet (3') in width for sandwich board signs, or thirteen feet (13') in height and twenty four (24) square feet in size for freestanding banner signs.
3. Portable Signs shall be constructed of solid and durable materials and shall not include lighting or reflective materials.
4. Portable Signs shall be suitably anchored, weighted or designed to be resistant to the wind.
5. Portable Signs shall not be placed upon public right-of-way and shall not present a visual sight obstruction upon adjacent streets, as determined by the City Engineer. Where the physical development or other special circumstances of the property prohibit the placement of Portable Signs upon private property, Portable Signs may be allowed within the adjacent public right-of-way upon issuance of an encroachment permit from the agency having jurisdiction over said public right-of-way.
6. **All Portable Signs shall be removed at the end of each business day and shall not be displayed during the non-business hours of the commercial use such signs advertise.**
7. Portable Signs displayed within private parking lots (such as malls or shopping centers) that are not oriented toward and readily visible from adjacent public streets shall not be regulated by this Sign Code.

**The undersigned certifies that the registrant has read and understands the requirements pertaining to sidewalk signs contained upon this form and that all statements herein contained are true and correct. This information is a public record and may be posted to a public website.**

\_\_\_\_\_  
 Signature of Owner/Agent Date

\_\_\_\_\_  
 Approval of Issuance by City Planner Date