



## Sign Permit Application & Checklist

Refer to Kuna City Code Title 5, Chapter 10 for Sign Standards

Applicant: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### SIGN LOCATION

Business/Organization: \_\_\_\_\_

Site Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Parcel No. \_\_\_\_\_

### SIGN INFORMATION

#### PROPOSED SIGNS

<i>Type of Sign</i>	<i>Permanent or Temporary</i>	<i>Length</i>	<i>Width</i>	<i>Area (sq ft)</i>	<i>Illumination Brightness (NIT)</i>

#### EXISTING SIGN DESIGN CHANGES

<i>Type of Sign</i>	<i>Permanent or Temporary</i>	<i>Length</i>	<i>Width</i>	<i>Area (sq ft)</i>	<i>Illumination Brightness (NIT)</i>

## SIGN PERMIT CHECKLIST

- 1. Detailed letter by the applicant describing the request/project.
  
- 2. Site Plan:
  - North arrow and scale;
  - Location of proposed and existing sign(s) on property;
  - Street frontage dimensions and street names;
  - Identify property lines;
  - Existing and proposed buildings;
  - Rights-of-way;
  - Distance from outer edge of sign and/or foundation to the back of sidewalk and/or face of curb;
  
- 3. Sign Elevations, showing:
  - Dimensions, locations, and orientation for each sign;
  - Face, pole covers, non-lettered areas, base, poles, and non-lettered symbols;
  - Height of sign from ground;
  - Linear footage of sign;
  - Dimensions of each wall.
  - Construction materials;
  - Projection of sign.
  
- 4. Foundation and footing details for all applicable sign.

## DECLARATION

I hereby certify that I have included the items checked as part of the initial sign permit application submittal and they are true to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not. I acknowledge that a building permit and electrical permit (if applicable) is required from Kuna's building department.

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

\_\_\_\_\_  
Date

## Office Use Only

Case No. \_\_\_\_\_ Approval Date: \_\_\_\_\_ Staff Initials \_\_\_\_\_