



# City of Kuna SIGN PERMIT APPLICATION

City of Kuna  
P.O. Box 13  
Kuna, Idaho 83634

Phone: (208) 922-5274  
Fax: (208) 922-5989  
Web: www.kunacity.id.gov

**SUBMITTAL FEE: \$30**

## SUBMIT

- ✓ Completed & signed Sign Permit application.
- ✓ Detailed letter by applicant describing the request/project
- ✓ Copy of the dimension and location of existing sign (s). Include picture of both wall signs and free standing signs.
- ✓ Copy of the dimension and location of proposed signs including:
- ✓ Complete text to appear on sign (business name, log, sub-titles, etc) including size & lettering style
- ✓ Overall sign dimensions (including base, wall area, background area)
- ✓ Construction materials
- ✓ Sign and lettering color (s) – include color samples or paint chips
- ✓ Copy of building elevations, including wall dimensions & exact, scaled location of sign on building (for wall signs)
- ✓ Copy of site plan showing property lines & any adjacent sidewalks, rights of way from center of streets, landscaping, screening and exact, scaled location of sign on property. (for free standing sign)

Parcel #: \_\_\_\_\_ Zone \_\_\_\_\_

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

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact's Email: \_\_\_\_\_ RCE# \_\_\_\_\_

*Note: The following information must be completed in entirety. For additional signs, please attach information to application*

SIGN #1	PROPOSED _____	EXISTING _____	OFF PREMISES _____	ON PREMISE _____
Type of Sign:	Freestanding _____	Wall _____	Ground Monument _____	
Sign Dimensions:	Length _____	Width _____	Square Feet _____	
Building Lineal Foot (space of which is occupied by enterprise) _____				

SIGN #2	PROPOSED _____	EXISTING _____	OFF PREMISES _____	ON PREMISE _____
Type of Sign:	Freestanding _____	Wall _____	Ground Monument _____	
Sign Dimensions:	Length _____	Width _____	Square Feet _____	
Building Lineal Foot (space of which is occupied by enterprise) _____				

**Note:** Once plans have been checked and approved for issuance the applicant **MUST** pick up the building permit within **30 days** or the plans will be destroyed. Per IBC 2015/IRC 2012 regulations, work must commence or resume within 180 days or permit is invalid. Building Official may grant time extensions prior to expiration.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

BP #	SITE ADDRESS	Planning & Zoning Approval and Date
FILE #		/