



SIGN PERMIT APPLICATION

CITY OF EMMETT

601 E. 3RD STREET, EMMETT, ID 83617

(208)365-9569

TYPE OF PERMIT:

- New Permanent Sign
- New Temporary Sign
- Alteration
- Relocation

Emmett City Code Title 9, Chapter 12, and Title 8, Chapter 7, governs all Signs within the City. Signs permanent and temporary greater than four square feet that are not exempt under Section 9-12-7 of City Code, must have a sign permit to be erected, altered, or relocated. The supporting structure must meet the requirements of the current version of the International Building Code (I.B.C.) as adopted by the State of Idaho and all other applicable codes of the City of Emmett. The State of Idaho Division of Building Safety Electrical Bureau governs electrical work and a separate State Electrical Permit will be required for electrical signs. **The following items must be included with this application in order for it to be reviewed** (City Code 9-12-4-2):

- A site plan drawn to scale that specifies the building frontage, the location of the sign structure(s), and drawings which show the scale of the sign in context with the scale of the building if the sign is to be mounted on the building.
- Colored rendering including dimensions of all sign faces, descriptions of materials to be used, manner of construction and method of attachment, and, if requested, color samples.
- Detail of foundation height, width, depth and reinforcement placement for monument and pole signs.
- Specify type, location, and number of connections. Pole signs shall specify the connection for the cabinet, the cabinet to the top of the pole, and the pole to the foundation. Monument signs shall specify the connection to the foundation. Walls signs shall specify the connection of the sign to the building.
- A copy of a State of Idaho Electrical Installation Permit for any internally lighted or neon sign.
- The building permit fee for signs as approved by resolution of the Emmett City Council. (see bottom of page for fee schedule)

Applicant/Business Name: _____ Contact Name: _____
 Project Address: _____ Emmett, ID 83617 Project Value: _____
 Phone: _____ Fax: _____ Other Phone: _____ Email: _____

Property Owner's Name: _____ Authorized Agent: _____
 Address: _____ City _____ State _____ Zip _____
 Phone: _____ Fax: _____ Other Phone: _____ Email: _____

Contractor: _____ Registration#: _____ Contact Name: _____
 Address _____ City _____ State _____ Zip _____
 Phone: _____ Fax: _____ Other Phone: _____ Email: _____

SIGN TYPE: (ECC 9-12-9)	USE ZONE: (ECC 9-4-1)	SIGN OVERLAY DISTRICT: (ECC 9-12-9-12)	ADDITIONAL PROJECT INFORMATION:
<input type="checkbox"/> Awning <input type="checkbox"/> Changeable Copy <input type="checkbox"/> Center <input type="checkbox"/> Directional <input type="checkbox"/> Free-Standing <input type="checkbox"/> Hanging <input type="checkbox"/> Projecting <input type="checkbox"/> Temporary <input type="checkbox"/> Wall <input type="checkbox"/> Window	<input type="checkbox"/> A <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> C <input type="checkbox"/> I <input type="checkbox"/> MPD <input type="checkbox"/> MUR <input type="checkbox"/> P	<input type="checkbox"/> A (Hwy 16 & Hwy 52W) <input type="checkbox"/> B (Washington Ave, N. of Hwy 16) <input type="checkbox"/> C (Substation Rd) <input type="checkbox"/> D (Historic Business District) <input type="checkbox"/> Not in an overlay district	Sign face area: _____ ft. Sign Height at top of sign: _____ ft. Sign Height at bottom of sign: _____ sf. Electric Sign: <input type="checkbox"/> Yes, <input type="checkbox"/> No % Window face area: _____ % % Wall face area: _____ % % Awning face area: _____ % Landscaping area (Free-standing): _____ sf.

I hereby certify that I have read and examined this document and know the same to be true and correct.
 I understand that this permit will become invalid if not picked up within 180 days of approval; if construction is not started within 180 days of issuance; 180 days following the last inspection date. All current City Service Charges must be paid prior to issuance of a permit.
 Applicant's Signature: _____ Date: _____

PROPERTY OWNER'S CONSENT: (Must be completed by authorized agent or have consent letter attached with application.)
 I hereby certify that I am the owner of record as shown in current official records of the Gem County Assessor's Office for the property listed in this application and I grant consent to the above-named applicant to place the sign proposed in this application.
 Owner or Owner's Authorized Agent: _____ Date: _____

Sign permit fees as outlined in City Resolution R2006-4: 1. Minimum fee for any sign permit \$50.00 2. For each square foot of sign face \$1.00 3. Maximum fee for a special event sign \$50.00	OFFICIAL USE ONLY	
	Date Rec'd: _____	Amount Rec'd: _____
	Rec'd By: _____	<input type="checkbox"/> Ck <input type="checkbox"/> Cash
<input type="checkbox"/> Approved, <input type="checkbox"/> Approved /w Corrections, <input type="checkbox"/> Denied (reason attached)		Date: _____ By: _____