



City of Kuna
Planning & Zoning Department

SUBMITTAL FEE: \$30

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.cityofkuna.com

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)
- ✓ Fee

Legal Description: _____

Site Address: _____

Applicant's Name: _____ Phone: _____

Applicant's Address: _____ City : _____ Zip: _____

Contact's Email: _____ RCE# _____

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 2003 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 #		/