



City of Payette  
Building Department

CITY OF PAYETTE  
SIGN PERMIT  
APPLICATION  
**SUBMIT:**

**SUBMITTAL FEE \$50.00**

City of Payette  
700 Center Avenue  
Payette, Idaho 83661  
Phone: 208-642-6024  
Fax: 208-642-1412  
Web: www.cityofpayette.com

- 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 and lettering style
  - ~ Overall sign dimensions (including base, wall area and background area)
  - ~ Construction materials
  - ~ Sign and lettering color(s) –include color samples or paint chips
- Copy of building elevations, including wall dimensions and exact, scaled location of sign on building (for wall signs)
- Copy of site plan showing property lines and any adjacent sidewalks, rights of way from center of streets, landscaping, screening and exact, scaled location of sign on property (for free standing signs).
- Fees will be collected when the building permit is issued.

Legal Description: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

The following information must be completed in entirety ( For additional signs, please attach information to application)

<b>SIGN #1</b>	Proposed _____	Existing _____	Off Premises _____	On Premises _____
Type of Sign:	Freestanding _____	Wall _____	Ground Monument _____	
Sign Dimensions:	Length _____	Width _____	Square Feet _____	
Building Lineal Foot (Space of which is occupied by business) _____				

<b>SIGN #2</b>	Proposed _____	Existing _____	Off Premises _____	on Premises _____
Type of Sign:	Freestanding _____	Wall _____	Ground Monument _____	
Sign Dimensions:	Length _____	Width _____	Square Feet _____	
Building Lineal Foot (Space of which is occupied by business) _____				

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

BP#	SITE ADDRESS	APPROVAL & DATE