

Sign Permit Application



CITY OF
REXBURG
America's Family Community

35 N. 1ST E.
Rexburg, ID 83440

PlanningZoning@rexburg.org
www.rexburg.org

City of Rexburg

Phone: 208.372.2348 Fax: 208.359.3022 Hotline: 208.372.2344 or Text: inspections@rexburg.org

Fixed Signage

Applicant Information

Owner Name: _____
Site Address: _____
Mailing Address: _____ City/State/Zip: _____
Telephone: _____ Mobile: _____

Contractor Information

Contractor's Name: _____ **Email:** _____
Contractor's Address: _____ City/State/Zip: _____
Contractor's Phone: _____ Mobile: _____

Electrical/Specialty Contractor Information (for powered or lighted signs)

Contractor Information

Contractor's Name: _____ **License#:** _____ **Exp Date:** _____
Contractor's Address: _____ City/State/Zip: _____
Contractor's Phone: _____ Email: _____

Contractor's Signature: _____ **Date:** _____

Sign Information

Sign Area sq ft: _____ Sign Height (from ground): _____
Sign Description: _____

For a **Sign Permit** it is **mandatory** that you have the following information:

- 2 Sets of elevation drawings of a sign & (*plot plats if applicable*)
- Drawn to scale with dimensions and complete construction materials
- Footings if applicable
- Engineer stamped if required

FREE STANDING SIGN

- PLOT PLAN TO SCALE SHOWING:
- A) BUILDING LOCATION
 - B) LOT SIZE
 - C) NEW SIGN LOCATION
 - D) DIMENSIONS TO SIGN FROM PROPERTY LINES
 - E) PARKING LOT ENTRANCES (*sign must be in legal zone for lighting and type*)
 - F) DISTANCE OF SIGN FROM RIGHT OF WAY
 - G) EXISTING SIGNS LOCATION & AREA
 - H) IS SIGN LIGHTED? YES NO (*must meet state electrical code*)

WALL SIGNS

- A) SQ. FOOTAGE OF WALL (*that the sign is on*)
- B) EXISTING SIGNS & AREA
- C) NEW SIGN & AREA
- D) LOCATION OF SIGN ON WALL
- E) IS SIGN LIGHTED? YES NO (*must meet state electrical code*)

Fee: \$100* - \$75.00 refundable at time of final inspection and photo of completed sign.

Initials: _____ *An extra \$65.00 charge will be applied to any powered or lighted sign.

Initials: _____ *Electrical inspection of sign must be completed with sign contractor present to verify listing and labeling within interior of the sign.

Signature of Applicant: _____ **Date:** _____

Note: This document is for application proposes only. (*the legal sign permit form must be signed by city officials before sign is approved*)

For Sign Ordinance see Chapter 10 of the Development Code at www.rexburg.org for regulation information.