



City of Ketchum
Planning & Building

OFFICIAL USE ONLY	
Date Received:	
By:	
Fee Paid:	
Approved Date:	
By:	

Sign Permit Application

ZONING CODE TITLE 17, CHAPTER 17.127

Submit completed application and documentation to planningandbuilding@ketchumidaho.org. Or hand deliver to Ketchum City Hall, 191 5th St. W. Ketchum, ID If you have questions, please contact the Planning and Building Department at (208) 726-7801. To view the Sign Standards, visit the City website at: www.ketchumidaho.org and click on Municipal Code. You will be contacted and invoiced once your application package is complete.

BUSINESS OWNER INFORMATION						
Business Owner Name:		Business Mailing Address:			Business Street Address:	
Property Owner:						
Business Name:						
P		Zoning District:			Sign Company Representative:	
Business License Number:					Phone:	
Sign(s) Proposed						
Type	Awning/ Marquee	Wall	Projecting	Directory	Freestanding	Monument
Quantity						
Type	Sandwich/ Portable	Temporary/ Banner	Construction Site	Development Opportunity	Temporary Signs and Banners Within Right-of-Way	
Quantity						
If signage is TEMPORARY, please note this with a put a "T"						
Additional Information						
The following information, at a minimum, for each sign is required to be submitted with your application. Please check off each item included:						
Scaled, color graphic of the sign showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions of building & sign. <input type="checkbox"/> The entire text of the sign(s) including words, abbreviations, numbers, symbols, graphics and geometric shapes. <input type="checkbox"/> Dimensions of letters, abbreviations, numbers, symbols, graphics and geometric shapes <input type="checkbox"/> Color and materials 			Scaled drawing(s) showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan with property lines, lot dimensions, building setbacks, location of customer access, sign location <input type="checkbox"/> For projecting signs: include height above sidewalk <input type="checkbox"/> Lineal front footage of building and/or any sides of the building with customer access <input type="checkbox"/> Lineal feet of the width of tenant's space within the building face, if the proposed sign(s) is for a tenant located in a multi-tenant building <input type="checkbox"/> Location of existing and proposed sign(s) on building or site; include a color picture of the building or site <input type="checkbox"/> Sign Area - The entire face of the sign including the advertising surface (both sides if two faces) and any framing, trim or molding, but not including any support structure 			

The Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Sign Permit Application in which the City of Ketchum is the prevailing party to pay reasonable attorney fees, including attorney fees on appeal, and expenses of the City of Ketchum.

I hereby acknowledge I have filled in this application accurately and provided the required information to the best of my knowledge.

Applicant Signature	Date
Cell Phone	Email