



City of Hailey – Application for Sign Permit

Name of Business or Project: _____
 Name of Business Owner: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email Address: _____
 Business Owner’s Signature (required): _____

Name of Property Owner: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email Address: _____
 Property Owner’s Signature (required): _____

Business Name on Sign: _____
 Specific Location of Sign¹: _____
 Address of Building: _____
 Description of Sign¹: _____

Supporting Information and Attachments (check all that are applicable):

- Dimensioned, full-color sign rendering (include outer dimensions of sign and the size/height of proposed lettering).
- Site Plan depicting location of all existing and proposed signage (this is required of portable signs also).
- Elevation(s) of building depicting sign location(s). A representative photograph may be acceptable.
- Material(s) of Sign.
- Sign Lighting Specifications².
- Payment of \$75 for wall, projecting, freestanding, monument signs, etc. Payment of \$30 for portable signs.

Sign Requirements:

The City of Hailey reviews signs to best implement the adopted standards outlined in the Hailey Municipal Code. This ordinance was created in part to ensure that the aesthetic integrity of Hailey is maintained. As noted, in Chapter 17.08A.020 of the City’s Municipal Code, signage should³:

- A. Protect the public health, safety and welfare of persons within the community.
- B. Aid in the development and promotion of business and industry.
- C. Encourage aesthetic creativity, effectiveness and flexibility in the design of such devices without creating detriment to the general public.
- D. Reduce hazardous situations, confusion and visual clutter caused by proliferation, improper placement or illumination, and/or bulk of signs, which compete for the attention of pedestrian and vehicular traffic.

Other:

Any sign covering or obscuring windows, doors, storefronts, building entrances, eaves, cornices, columns, horizontal expression lines, or other architectural elements is prohibited.

For City Use Only:

Fee: _____ Total Paid: _____ Certified Complete By: _____ Date: _____

¹ A Sign Application cannot be processed without a sign location, description and rendering or photo.

² A lighting plan for the sign, if applicable.

³ Review of all proposed signage is subject to the City’s Municipal Code. For additional regulations regarding exterior signs, as well as lighting of signage, refer to Chapter 17.08A.020 of the Hailey Municipal Code or contact the Community Development Department at 208.788.9815.