



Help information for completing Rigby – Commercial Sign Building Permit Application

You will need to gather the following information to fill in and submit the application:

Type of Sign

Valuation of Sign (Total value of Sign, include materials and labor)

Parcel Number

Parcel Size (Acre)

City of Rigby Zoning

Location Address (if already assigned by Jefferson County)

If property is in a Subdivision, the Name of Subdivision, Lot and Block

Is Property in a Flood Zone

Height of Sign

North Setback

East Setback

West Setback

South Setback

Distance from other buildings on the property

Are there canals on the property

Name of Irrigation Canal

Distance from canal high water mark

General Information:

When filling out the application required items will be one of the following; underlined in red, red asterisk, red lettering annotated behind the document name.

“i” within a circle is a Help Screen. Help screens are available for different cells within the application.

ALL DIGITAL PLANS ARE REQUIRED FOR PERMITS

All attachments must be in PDF format. When you reach the AttachDocs section of your application click on Required Documents. You must submit each of the required documents, labeled as shown in that section to submit the permit application. You may attach additional documents.

You are encouraged to review Jefferson County Zoning Ordinance Chapter 112 regarding signs. Signs are not allowed in all zones and some types of signs and zones require a Conditional Use Permit

Plans to comply with 2018 IBC and IFC.

All mechanical system(s) must be permitted and inspected by the State of Idaho Division of Occupational and Professional Licenses.

Must attach copy of active Idaho Contractor License.

Site Plan must show all property lines / setback distances / easements / North arrow / location of all structures new and existing with dimensions / driveway location / canals and rivers / roads / size of parcel.

Recorded Warranty Deed

Flood Plain – Verify if property is in a flood plain

If property is in flood plain: you must apply for a Flood Plain Development Permit Application Elevation Certificate

Minimum 20 business days may be required for plan review

Required Documents to be attached (must be in PDF format):

City of Rigby Zoning Certificate

Commercial Plans

Sign Design & Description

Site Plan

Warranty Deed

When you are ready to submit a permit application please go to:

[Jefferson County Planning, Zoning & Building Permit & Application Portal](#)

Minimum of 24 hours notice is required to schedule an inspection