

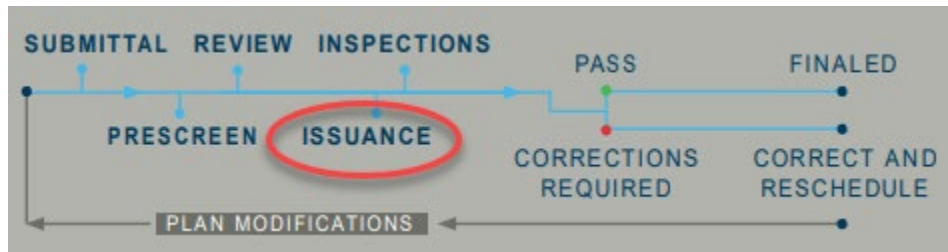
## How to Use DocuSign to Sign your Building Permit

The City of Boise Building Permit Desk will incorporate the DocuSign integration on January 27, 2026. This new way to sign our building permits will save time and help with the delivery of the Approved Documents.

If you would prefer to review a video of this new process, you can also find an introduction to DocuSign for building permits in the [Introducing DocuSign Video](#).

Follow the steps below beginning January 27, 2026, to sign your building permits:

When your permit reaches the Issuance step, two emails will be sent to the primary contact on the Permit.

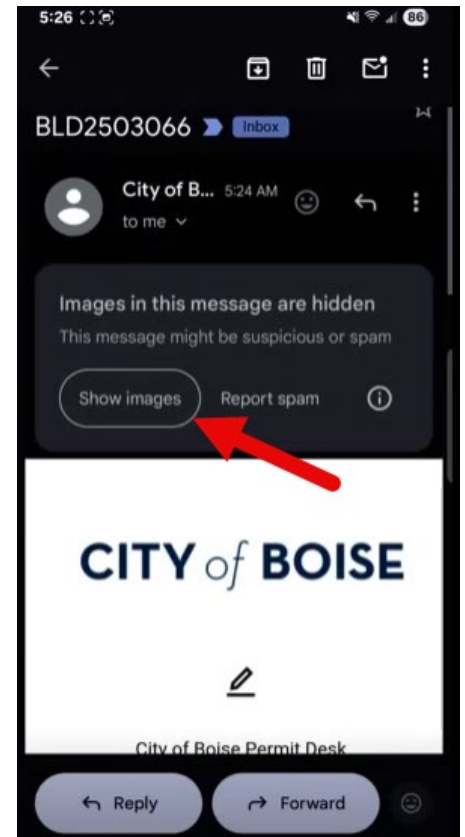


The emails will be sent from:

- [permits@cityofboise.org](mailto:permits@cityofboise.org) for the 1<sup>st</sup> email, and
- [noreply@docusign.cityofboise.org](mailto:noreply@docusign.cityofboise.org) for the 2<sup>nd</sup>.



Please ensure you have added these two email addresses to your email contacts or have marked them as a trusted source if prompted by your email provider. This will ensure emails are not directed to your spam or junk folder. Your email might flag images the first time you receive a permit to sign using Docusign. The example shown on the right is from a mobile device:

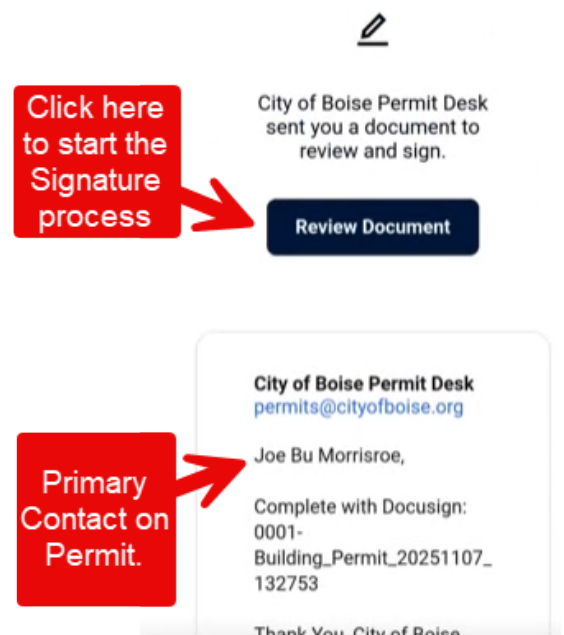


1. On the 1<sup>st</sup> email received from [permits@cityofboise.org](mailto:permits@cityofboise.org):
  - Save any attachments, such as the **Inspection Card** and/or **Occupancy Request Card**, as the PDS inspectors will need to sign those while on site.

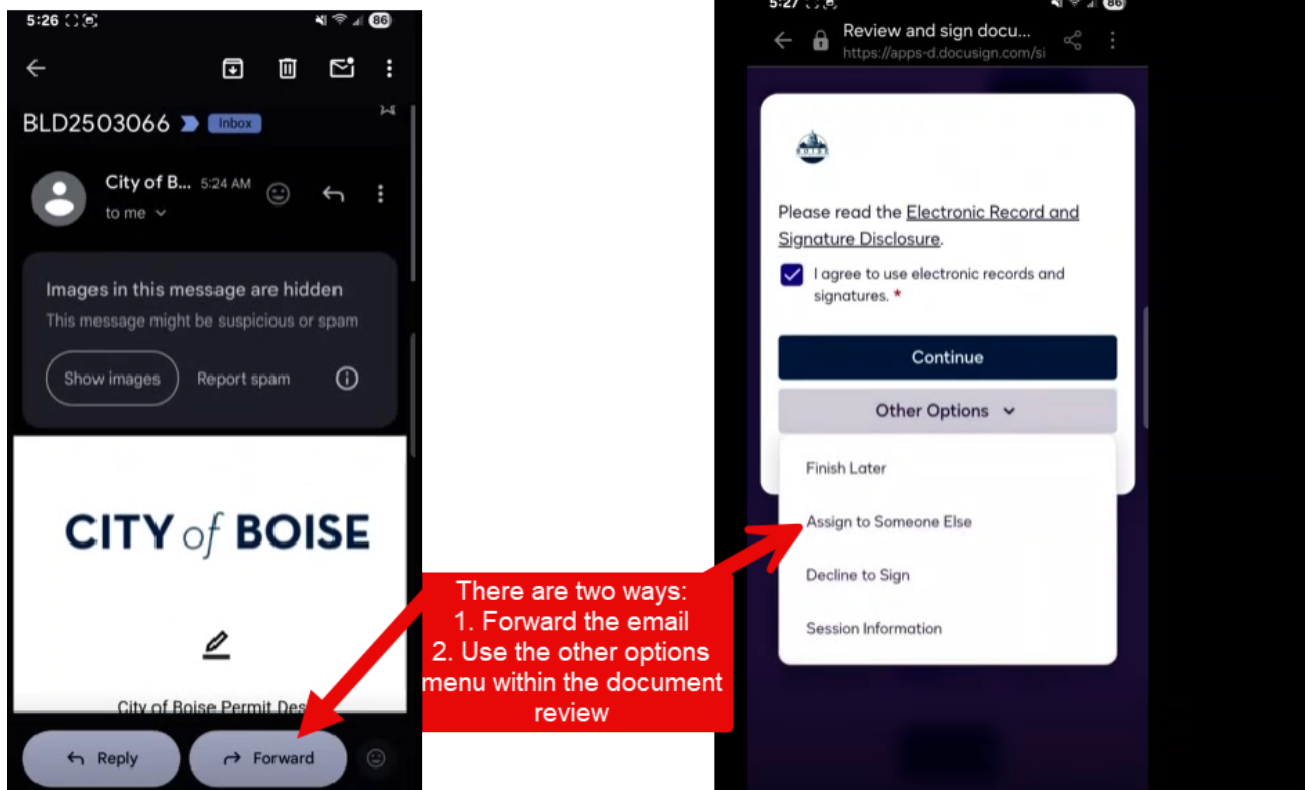
**NOTE:** The unsigned permit will also be attached to the email received from this email address in case you prefer to follow the manual process to sign the permit.

  - You may continue to use the current process in lieu of using Docusign, which is to:
    - a. print the permit attached to the email,
    - b. sign the permit manually,
    - c. scan the signed version,
    - d. upload the signed permit to an email, and
    - e. email to [permits@cityofboise.org](mailto:permits@cityofboise.org).

2. On the 2<sup>nd</sup> email received from [noreply@docusign.cityofboise.org](mailto:noreply@docusign.cityofboise.org):
  - Click on the **Review Document** button to start the Docusign process.



- You may forward this email to another member on your team or the authorized representative to sign as well.



- Once you have signed the document using Docusign, click **Finish**.
- A Confirmation email that you have signed the document will be sent to your email.
- The signed document is then emailed to the Permit Desk so they can review the document before releasing approved plans.

### Mobile Example Below

5:28 Review and sign docu...  
https://apps-d.docusign.com/si

Review PDF version to finish **Finish**

☐ Mobile-Friendly

DocuSign Envelope ID: 8E02E8A8B1-485D-41CF-40E0E0E0E0E0  
DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY Docusign ONLINE SIGNING SERVICE  
900 2nd Ave, Suite 1700 Seattle Washington 98104 (206) 219-0200

**PLANNING AND DEVELOPMENT SERVICES**  
BOSCH CITY HALL, 1001 N. CAPITOL, BOSE HALL, PO BOX 300, BOSE, ID 83801-0300  
CITY OF BOSCH, OSBORNE BL, 208-408-7070 (F), 208-384-5702 (T), 208-384-5702 (F)

**BUILDING PERMIT** Printed on 11/7/2025

PERMIT NUMBER: BL025-03066	VALUATION: \$308,352.00
SITE ADDRESS: 217 N LATAH ST	APPLIED: 11/7/2025
SUBDIVISION: 3N 2E 09	ISSUED:
LEGAL DESCRIPTION: PAR #5420 OF W2SW4, SEC 9 3N 2E,	EXPIRES: 5/6/2026
#335420-B	TOTAL INVOICED: \$1,885.34
ASSESSOR PARCEL NO: 01009525420	BALANCE: \$1.00
PROJECT NAME: DocuSign 11072025 Test 402	
PROJECT DESCRIPTION: DocuSign 11072025 Test 402	

**RESPONSIBLE PARTY:**  
Applicant: Joe Be Montano  
Contractor No.:

**PERMIT DETAILS:**

TYPE OF PERMIT: New Structure	FLOOD PLAIN: OUT	NO. OF UNITS: 1
TYPE OF WORK: New	ZONING: A-1	BUILDING HT: 9' 0"
TYPE OF USE: Single Family Dwelling	TYPE OF CONST:	EXISTING AREA:
SPRINKLERED:	NO. OF BUILDINGS: 1	NEW AREA: 2112
	NO. OF STORIES: 1	TOTAL AREA: 2112

**OCCUPANCY GROUP/OCCUPANT LOAD/FLOOR LOAD**  
OCCUPATION

**CONDITIONS PROVIDED SEPARATELY WHEN APPLICABLE**  
The undersigned hereby applies for a permit for the work herein indicated or as shown and approved in the accompanying plans and specifications and agrees to call for the required inspections when the work is ready. It is understood that the undersigned that the permit is issued subject to all applicable Boise City codes and ordinances. It is hereby agreed that the work called for herein shall be done in compliance with said city codes and ordinances. This permit will become null and void if the building or work authorized by such permit is not commenced within one calendar year from the date of issuance of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 calendar days.

**Ready to Finish?**  
You've completed the required fields. Review your work, then select Finish.

**Finish**

Desktop/laptop example below:

Review and complete

0001-Building\_Permit\_20251107\_132753

1 of 1

Finish

100%

Print

Download

View Pages

Search

Summarize

CONDITIONS PROVIDED SEPARATELY WHEN APPLICABLE

The undersigned hereby applies for a permit for the work herein indicated or as shown and approved in the accompanying plans and specifications and agrees to call for the required inspections when the work is ready. It is understood by the undersigned that this permit is issued subject to all applicable Boise City codes and ordinances. It is hereby agreed that the work called for herein shall be done in compliance with said city codes and ordinances. This permit will become null and void if the building or work authorized by such permit is not commenced within one calendar year from the date of issuance of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 calendar days.

Alex Smith

Print Applicant or Owner's Name

Signed by

Alex Smith

Applicant or Owner's Signature

1/8/2026

Date Signed

Finish

Ready to Finish?

You've completed the required fields. Review your work, then select Finish.

Finish

Powered by docusign

English (US) Terms of Use Privacy

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3. **NOTE:** You will need to print your name and “adopt” a signature style if this is your first time using Docusign.

Review and complete

Start

0001-Building\_Permit\_20251107\_132753

1 of 1

Finish

RESPONSIBLE PARTY:

Applicant: Joe Bu Morrisroe

Contractor No.:

PERMIT DETAILS:

TYPE OF PERMIT: New Structure

FLOOD PLAIN: OUT

NO. OF UNITS: 1

TYPE OF WORK: New

ZONING: A-1

BUILDING HT: 1' 0"

TYPE OF USE: Single Family Dwelling

TYPE OF CONST:

EXISTING AREA:

SPRINKLERED:

NO. OF BUILDINGS: 1

NEW AREA: 2112

NO. OF STORIES: 1

TOTAL AREA: 2112

OCCUPANCY GROUP/OCCUPANT LOAD/FLOOR LOAD

CODE/EDITION

CONDITIONS PROVIDED SEPARATELY WHEN APPLICABLE

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1. Click here to print your name

Alex Smith

Print Applicant or Owner's Name

2. Start the Signature process here

Sign

Applicant or Owner's Signature

1/8/2026

Date Signed

Finish

Adopt Your Signature

Confirm your name, initials, and signature.  
\* Required

Full Name\*

Alex Smith

Initials\*

ABS

SELECT STYLE

DRAW

USE SIGNATURE PAD

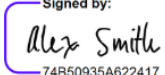

UPLOAD

PREVIEW

Change Style

Signed by:

Initial

74B50935A622417...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

ADOPT AND SIGN

CANCEL

0001-Building\_Permit\_20251107\_132753

DocuSign will remember this as a profile option for your next document signature

1 of 1

My Signatures and Initials

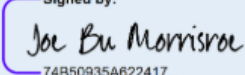

Returning DocuSign Users may have profile options

+ ADD

Joe Bu Morrisroe

Signed by:

Initial

74B50935A622417...

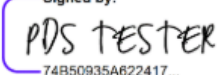

Edit

×

PDS TESTER

Signed by:

Initial

74B50935A622417...

Edit

×

ADOPT

CANCEL

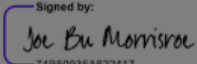
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Alex Smith

Print Applicant or Owner's Name

Signed by:



74B50935A622417...

Applicant or Owner's Signature

1/8/2026

Date Signed

0001-Building\_Permit\_20251107\_132753

Finish

1 of 1

## Technical/Process Questions

For any technical or process questions for Docusign, please reach out to us:

### **Joe Bu Morrisroe**

#### ***Business Data/Process Analyst III***

*Planning and Development Services*

Office: (208)608-7114

[jbumorrisroe@cityofboise.org](mailto:jbumorrisroe@cityofboise.org)

In Office: Wednesdays & Fridays

Remote: Tuesdays & Thursdays

OFF: Mondays

### **Todd Duncan**

#### ***Business Data/Process Analyst I***

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Office: (208)608-7063

[tduncan@cityofboise.org](mailto:tduncan@cityofboise.org)

In Office: Mondays & Wednesdays

Remote: Tuesdays & Thursdays

OFF: Fridays

[Book time to meet with us](#)