

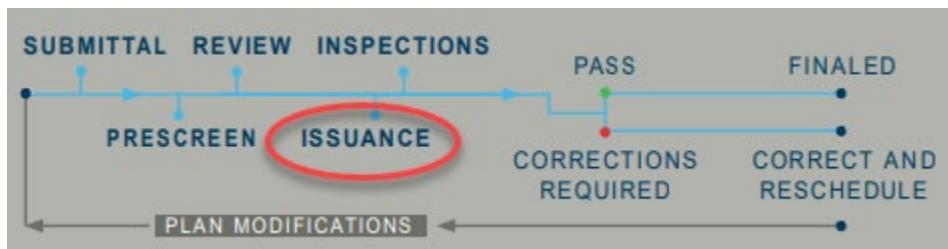
How to Use DocuSign to Sign your Building Permit

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.

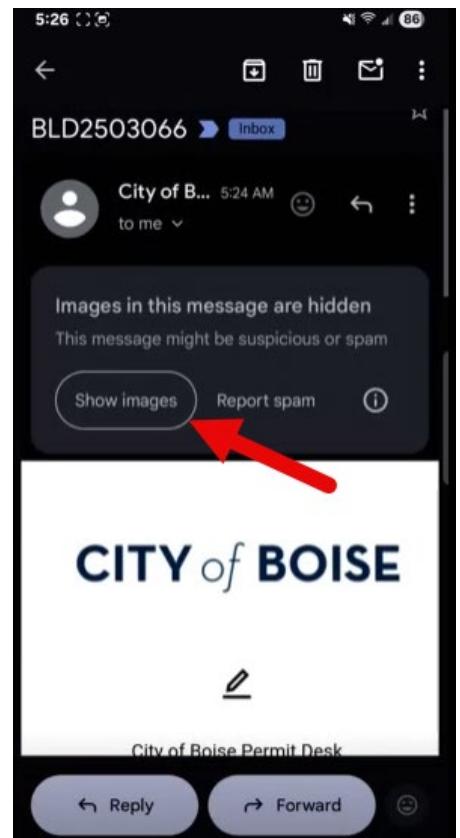


The emails will be sent from:

- permits@cityofboise.org for the 1st email, and
- noreply@docusign.cityofboise.org for the 2nd.



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 1st email received from permits@cityofboise.org:

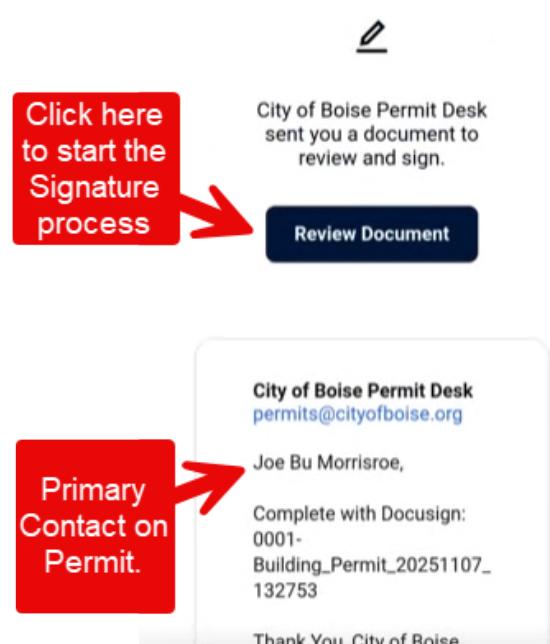
- Save any attachments, such as the **Inspection Card** and/or **Occupancy Request Card**, as the PDS inspectors will need to sign those while on site.

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.

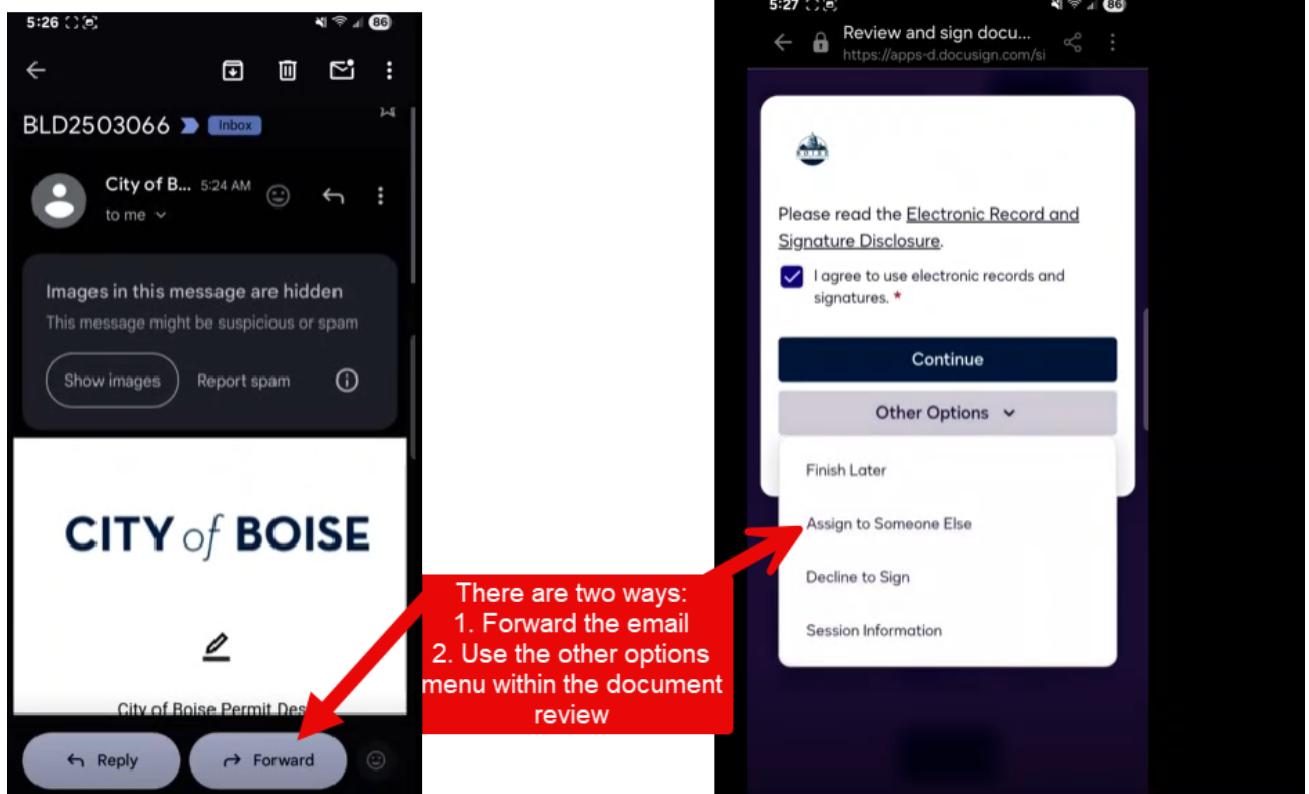
- You may continue to use the current process in lieu of using DocuSign, which is to:
 - a. print the permit attached to the email,
 - b. sign the permit manually,
 - c. scan the signed version,
 - d. upload the signed permit to an email, and
 - e. email to permits@cityofboise.org.

2. On the 2nd email received from 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



Desktop/laptop example below:

The screenshot shows a 'Review and complete' step in DocuSign. The main area displays a document titled 'CODE/EDITION' with a 'CONDITIONS PROVIDED SEPARATELY WHEN APPLICABLE' section. Below this are fields for 'Print Applicant or Owner's Name' (Alex Smith), 'Applicant or Owner's Signature' (a blue square placeholder), and 'Date Signed' (1/8/2026). A red arrow points to the 'Finish' button at the bottom right of the document area. The right side of the interface shows a sidebar with 'Finish', 'Summarize', 'Search', 'View Pages', 'Downloaded', 'Print', and a zoom control set to 100%.

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

The screenshot shows a 'Review and complete' step in DocuSign. The main area displays a document with 'PERMIT DETAILS' and 'OCCUPANCY GROUP/OCCUPANT LOAD/FLOOR LOAD' sections. A red box highlights the 'Start' button at the top left. A red box also highlights the 'Finish' button at the bottom right. A red arrow points to the 'Print' button in the top right corner of the interface. A red callout box on the left says '1. Click here to print your name' with an arrow pointing to the 'Print Applicant or Owner's Name' field. Another red callout box on the right says '2. Start the Signature process here' with an arrow pointing to the 'Applicant or Owner's Signature' field.

Adopt Your Signature

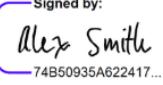
Confirm your name, initials, and signature.
* Required

Print your Name

Full Name* Initials*

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**

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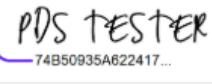
Docusign will remember this as a profile option for your next document signature

My Signatures and Initials

Returning Docusign Users may have profile options

+ ADD

Joe Bu Morrisroe  Initial  Edit **X**

PDS TESTER  Initial  Edit **X**

ADOPT **CANCEL**

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  1/8/2026

Print Applicant or Owner's Name **Applicant or Owner's Signature** Date Signed

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Finish

Technical/Process Questions

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

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[Book time to meet with us](#)