

SIGN PERMIT APPLICATION



220 East Morris Avenue, Suite 200
 South Salt Lake City UT 84115
 (801) 483-6005 Fax (801) 483-6060

PERMIT NO. _____

Application Date: _____ Parcel Number: _____

Business or Owner Name: _____ Contact Number: _____

Sign Location Address: _____

Company Installing Sign: _____ State License _____

Address, City & Zip: _____

Contact Name: _____

Phone Work: _____ Cell: _____ Email: _____

NEW ELECTRICAL SERVICE TO SIGN: NO [] YES []

If yes list Electrician Name: _____ License No: _____

TYPE OF SIGN

Qty	Each sign	Qty	Each sign
	Detached pole sign \$200.00		Monument sign \$200.00
	Detached low profile sign \$200.00		Detached freeway oriented \$200.00 & CU*
	Off premise directional \$200.00		Electronic Message Center \$200.00 & CU*
	Attached wall sign (flat against building) \$100.00		Canopy sign \$200.00
	Extended sign (projecting from building) \$100.00		Marquee \$200.00
	Permanent window sign \$100.00		Roof sign \$200.00
	Painted wall sign (requires special exception) \$100.00		Billboard \$500.00

* Conditional Use approval

Value of Sign \$ _____

Permit cost \$ _____

OFFICE USE ONLY

Zone _____ Approved [] Not Approved []
 Date _____ By _____
 Comments: _____

Check [] Cash [] Credit Card [] Total fees _____ Receipt No _____ Date _____

THE FOLLOWING INFORMATION IS REQUIRED. PLEASE PROVIDE TWO COPIES OF ALL DOCUMENTATION. IF YOU DON'T PROVIDE ALL THE REQUIRED INFORMATION YOUR PERMIT WILL NOT BE ACCEPTED.

Pole, Detached Pole, Low Profile, Directional and Monument Signs (in addition to all signs requirement)

- _____ A scaled site plan showing lot dimensions, length of property frontage, property lines, adjacent roads, public right of way, buildings, dimensions of the front of buildings, landscaped areas, points of ingress, parking areas.
- _____ Accurately show on site plan where sign will be located on property showing the setback from property lines, setback from public right of way, easements and driveways, landscaped area sign will be located in.
- _____ Accurate depiction of sign to be constructed showing dimensions of sign, total square footage of sign, shape of sign, sign composition, color of sign, height of the tallest part of sign, measurement of the lowest part of the sign, how sign will be illuminated, how sign will appear from the street.
- _____ Structural calculations
- _____ Footing diagram with dimensions

Attached & extended signs (in addition to all signs requirement)

- _____ Accurate depiction of sign to be constructed showing dimensions of sign, total square footage of sign, shape of sign, where sign will be located on building, sign composition, color of sign, height of the tallest part of sign, measurement of the lowest part of the sign, how sign will be illuminated, how far sign will project from the building, how sign will appear from the street.
- _____ Elevation of wall sign is to be installed on. Show any openings and any other signs on wall. Must show measurements.
- _____ Dimensions of signs that currently exist on the property that will remain after the new sign(s) are installed.
- _____ Mounting method (how is this sign being attached to wall). Specify hardware to be used.

Billboards (in addition to all signs requirement)

- _____ A scaled site plan showing lot dimensions, length of property frontage, property lines, adjacent roads, public right of way, buildings, dimensions of the front of buildings, landscaped areas, points of ingress, parking areas.
- _____ Accurately show on site plan where sign will be located on property showing the setback from property lines, setback from public right of way, easements and driveways, landscaped area sign will be located in.
- _____ Accurate depiction of sign to be constructed showing dimensions of sign, total square footage of sign, shape of sign, height of the tallest part of sign, measurement of the lowest part of the sign, how sign will be illuminated, how sign will appear from the street.
- _____ Accurately depiction of sign to be removed showing dimensions of sign, total square footage of sign, height of the tallest part of sign.
- _____ Copy of lease agreement, copy of demolition permit (if applicable).
- _____ Structural calculations
- _____ Footing diagram with dimensions

I have read the above application and know the contents thereof, and certify that the information provided to the City is true and correct. I further state that I am familiar with the laws governing the construction and erection of signs within the City of South Salt Lake, and that the sign will be built and erected in conformity therewith and as shown on the approved sign plans.

Signature _____ Print Name _____

HOW TO SCHEDULE AN INSPECTION

- A copy of the Building Permit must remain on site and accessible to the inspector as long as the work is being done. Once work has been completed a final inspection will be required. It is the contractors' responsibility to notify the owner of these requirements. Permits are only good for 180 days. **WORK CANNOT BE COVERED WITHOUT AN INSPECTION. HAVE PERMIT READY FOR INSPECTOR AT TIME OF INSPECTION.**

INSPECTION SCHEDULING LINE: 483-6032 CALL BEFORE 4:00 PM THE DAY BEFORE YOUR INSPECTION

1	TIME: A.M. (8:30 -12) or P.M. (12-4:30). It is contractor's responsibility to provide access to sign for inspector.
2	PERMIT NUMBER:
3	JOB ADDRESS & PROJECT NAME: Please give directions if hard to find. Address numbers must be posted on job sites.
4	CONTACT NAME and PHONE NUMBER
5	TYPE OF INSPECTION: (state if it is a reinspection)