



**For Office Use Only**

Date Rec'd \_\_\_\_\_

Permit # \_\_\_\_\_

Permit \$ \_\_\_\_\_

Zone \_\_\_\_\_

**SIGN PERMIT APPLICATION**

1. **Date:** \_\_\_\_\_ **Value of Project:** \$ \_\_\_\_\_

2. **Type of Sign:**  Wall/Window  Pole  Monument  Temporary  
 Menu Board  Canopy/Awning  Other

3. **Name of Business:** \_\_\_\_\_  
Property Address \_\_\_\_\_  
Owner Name \_\_\_\_\_  
Owner Address \_\_\_\_\_  
Owner Phone Number \_\_\_\_\_

4. **Sign Contractor:** \_\_\_\_\_  
Contact \_\_\_\_\_  
Email Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone # \_\_\_\_\_ State Lic # \_\_\_\_\_

5. **Engineer or Electrical Contractor** \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone # \_\_\_\_\_ State Lic # \_\_\_\_\_

6. **Name of Applicant** \_\_\_\_\_

7. **Planning Approval** \_\_\_\_\_ **Date** \_\_\_\_\_  
Comments: \_\_\_\_\_

**Engineering Approval** \_\_\_\_\_ **Date** \_\_\_\_\_  
Comments: \_\_\_\_\_

**Building Official** \_\_\_\_\_ **Date** \_\_\_\_\_  
Comments: \_\_\_\_\_



## **SIGN PERMIT INSTRUCTIONS**

### **1. Attachments: *(include 1 set)***

- Site Plans *(include sign location and setbacks from property lines)*
- Building Façade/Sign Structure *(include façade dimensions)*
- Drawings must include dimensions and/or be to scale  
*(include sign height from grade, sign dimensions, dimensions of pole, monument, etc.)*
- Engineering Specifications
- MEC Check (if necessary)

### **2. Application and Attachments:**

- Our office would prefer the application and attachments to be emailed to us.  
Planning Department  
801-298-6190  
[planning@bountiful.gov](mailto:planning@bountiful.gov)  
795 South Main, Bountiful, UT 84010

### **3. Fees:**

- Upon approval of plans and application the permit fees will be accepted by check, cash, or credit card (Visa, MasterCard or Discover). Credit Cards will also be accepted over the phone.

### **4. Inspections:**

- A sign/building inspection is required if the project includes a footing/foundation.  
To schedule an inspection - Call 801-298-6190.  
Available inspection times are Mon-Thurs. Call the day prior to set up inspection.
- To final a sign permit: E-mail a photo of the completed project (as built) to [planning@bountiful.gov](mailto:planning@bountiful.gov) and we will then complete and final the sign permit.