



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. **Electricity Required?** Yes (If Yes, fill in #6) No

4. **Name of Business** _____
 Property Address _____
 Owner Name _____
 Owner Address _____
 Owner Phone Number _____

5. **Sign Contractor** _____
 Contact Name _____
 Email Address _____
 Mailing Address _____
 Telephone # _____ State Lic # _____

6. **Electrical Contractor** _____
 Contact Name _____
 Email Address _____
 Mailing Address _____
 Telephone # _____ State Lic # _____

7. **Engineer** _____
 Contact Name _____
 Email Address _____
 Mailing Address _____
 Telephone # _____ State Lic # _____

8. **Name of Applicant** _____

9. Planning Approval _____	Date _____
Engineering Approval _____	Date _____
Building Official Approval _____	Date _____



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
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 and we will then complete and final the sign permit.