



**For Office Use Only**

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

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

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

Zone \_\_\_\_\_

Final \_\_\_\_\_

**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: \_\_\_\_\_



## **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:**

Can be returned via e-mailed, mailed or hand carried into our office.

E-mail: [dbaetz@bountifulutah.gov](mailto:dbaetz@bountifulutah.gov)

Office address: Planning Department, 790 S 100 E, Bountiful, UT 84010

### **3. Fees:**

Upon approval of plans and application - 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 7:30-4:30. Call the day prior to set up inspection.

To final a sign permit: E-mail a photo of the completed project (as built) to [dbaetz@bountifulutah.gov](mailto:dbaetz@bountifulutah.gov) . At this time we will schedule a time to complete and final the sign permit.

### **5. Contact Information:**

Planning Department

790 S 100 East

Bountiful, UT 84010

801-298-6190

Darlene Baetz, [dbaetz@bountifulutah.gov](mailto:dbaetz@bountifulutah.gov)