



For Office Use Only

Date Rec'd _____

Permit # _____

Permit \$ _____

Zone _____

Final _____

SIGN PERMIT APPLICATION

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

2. **Type of Sign:** Wall Sign Pole Sign Monument Sign Temporary

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** _____

Signature of Applicant _____ **Date** _____

7. **Planning Approval** _____ **Date** _____

Comments: _____



MAYOR
Randy Lewis

CITY COUNCIL
Kendalyn Harris
Richard Higginson
Beth Holbrook
John M. Knight
John Pitt

CITY MANAGER
Gary Hill

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

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 . 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