



CITY OF NORTH SALT LAKE COMMUNITY & ECONOMIC DEVELOPMENT

10 East Center Street, North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

SIGN PERMIT

All Sign Permit Applications are subject to a Pre-Application Review with the City Planner

<i>For Office Use Only</i>			
Application #: _____	Fee: _____		
Date Received: _____	Paid: _____		
Pre-Application Review Date: _____	Parcel ID: _____		
Project Planner: _____	Zone: _____ Sign Overlay: _____		
Approved: _____ Denied: _____	CUP Required (Y/N): _____		
Building Official: _____	Height Max: _____ Height: _____		
Approved: _____ Denied: _____	Size Max: _____ Size: _____		

	Number of Sign(s)	Permit Fee (per sign)	Extended Fee
Free Standing (pole, monolith, menu board, directional, etc.)		\$100.00	
Marquee (wall, roof, window)		\$75.00	
Sign Copy Change		\$30.00	
		Sub-Total	
		1% State Tax	
<i>*This form not to be used for billboard signs. Permits are issued by building permit, with permit fee and valuations per the IBC.</i>		Sign Permit Total Fee	
		DUE AT SUBMITTAL	

Project: _____ **Address:** _____

Applicant Company: _____

Applicant Contact: _____ **Signature:** _____

Mailing Address: _____

Telephone #: _____ **E-mail Address:** _____

Owner Name: _____ **Signature:** _____
(If different from applicant; a letter from owner consenting to submittal may be substituted for owner signature)

Mailing Address: _____

Telephone: _____ **Email:** _____

If you have any questions about this application, please contact the Community Development Department at (801) 335-8700.

APPLICATION REQUIREMENTS

- Complete and signed application form.
- A non-refundable sign application fee

Free standing sign: \$100.00 plus 1% state surcharge TOTAL: \$101.00
Marquee sign: \$75.00 plus 1% state surcharge TOTAL: \$ 75.75
Façade Changes: \$30.00 plus 1% state surcharge TOTAL: \$ 30.30

- Graphics of proposed sign(s), calling out dimensions.
- Photographs which show the scale of the sign in context with the building.
- Two (2) sets of Site Plans showing property lines, all permanent structures on the property, with locations of proposed sign(s) and existing signs.
- Two (2) sets of constructions drawings, one of which must be “wet stamped”, including:
 - o Materials
 - o Size
 - o Weight
 - o Method of Attachment, including hardware
- Two (2) sets of electrical plans, if applicable, including:
 - o Wattage
 - o Fixture
 - o Location

PROJECT DESCRIPTION

1. Type of sign application: _____

2. Location of proposed sign (address): _____

3. Sign overlay zone: _____

4. Height and width of the façade to which the sign will be attached: _____

5. Estimated value of the sign: _____

6. Current North Salt Lake City business license number: _____

Contractor's name: _____

Contractor's license number: _____

Electrical Contractor's name: _____

Electrical Contractor's license number: _____