



# Sign Building Permit Checklist

- Itemized list and keyed site plan at a legible scale showing the location of all **existing** signs and sign structures currently on the property.
- Itemized list and keyed site plan at a legible scale showing the location of all **proposed** signs to be located on the property and all existing signs, if any, proposed to be removed. *Show all setbacks and easements.*
- A scaled drawing with dimensions and specifications, specifying materials, type of illumination, character sizes, colors, and support system for each sign. Show the dimensions of the smallest rectangle drawn around the sign area or sign structure area (whichever is greater). For all building signs, provide a drawing of the structure the sign is intended to be built upon, showing the overall height and width.
- Details of the estimated cost of construction for each proposed sign.
- Temporary signs**, provide a list and description of signs to be placed on the property.
- Temporary Portable signs, banners, streamers or flags, provide written and graphic evidence of compliance with UDC § 708.08.
- Original signatures for Applicant, Graphic Contractor, and Owner
- Fee

**\* ALL attachments must accompany Sign Approval Application. \***

**Incomplete applications *WILL NOT* be accepted.**

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_