



# Sign Permit Addendum

439 West Utah Ave. Payson, UT 84651

Phone: 801-465-5204

Payson City Code 13.32  
Signs & Outdoor Advertising

Application Date: \_\_\_\_\_

BP #: \_\_\_\_\_

TO BE COMPLETED BY APPLICANT - Please print or type				
Business Name:		Parcel #:		
Site Address:		Zoning District:		
Name of Applicant or Authorized Agent:		Phone:		
Address:		Email:		
New Sign: <input type="checkbox"/>	Modify/Repair Existing Sign: <input type="checkbox"/>			
Sign Valuation: \$	Sign Location:		On-Premise <input type="checkbox"/>	Off-Premise <input type="checkbox"/>
Sign Type:				
Wall: <input type="checkbox"/>	Area of Wall Face: _____	Lot Frontage: _____		
Projecting: <input type="checkbox"/>	Over Right-of-Way: _____	From Building: _____		
Freestanding: <input type="checkbox"/>	Billboard: <input type="checkbox"/>	Roof: <input type="checkbox"/>	Animated/Flashing: <input type="checkbox"/>	Illuminated: <input type="checkbox"/>
Temporary/Banner: <input type="checkbox"/>	Other: <input type="checkbox"/>	Description: _____		
Sign Dimensions:	Length	Height	Square Footage	Height Above Ground
Sign #1:				
Sign #2:				
Sign #3:				

**SUBMITTAL REQUIREMENTS (see details on page 2)**

- Plot Plan
- Elevation Drawing
- Construction Drawing

## GENERAL INFORMATION

All permits must be submitted in hard copy and electronically on disc or flash drive and include the following information. Plans must be submitted on at least 8½" x 11" paper and shall be drawn to scale with all dimensions identified. State Law requires that permanently fixed or attached signs be installed by licensed sign contractors only. The signature of the licensed contractor responsible for the installation of the sign is required prior to the issuance of the sign permit.

Applicant/contractor must comply with all laws and ordinances governing this type of work, whether specified herein or not. The granting of a permit does not authorize the violation of any law nor will a permit cancel the effect of the provisions of any other law regulating construction or the performance of construction. Any permit or license issued for signs that are in conflict with Payson City Ordinances shall be null and void, whether or not the license or permit was issued by employees of the City authorized to issue such permit or license. It is the responsibility of the applicant/contractor to verify all dimensions and to verify all information contained in this application.

### Note:

1. An electrical permit is required for feeder of branch circuit wiring to sign equipment or neon lighting transformers and must be obtained by a licensed electrical contractor.
2. A separate permit is required for any work conducted on public property.

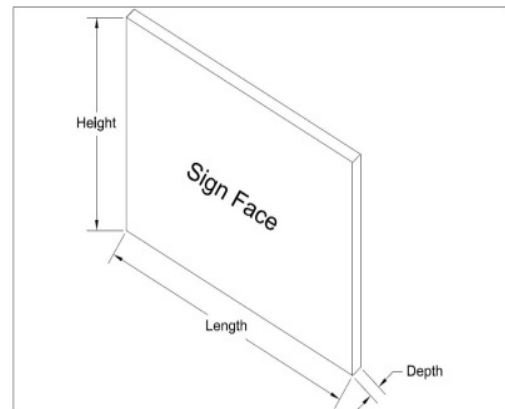
## SUBMITTAL REQUIREMENTS

**Plot Plan Requirements** - Show the size of the sign and its location in relationship to the following features of the site.

1. Property lines
2. Existing and proposed buildings, structures, signs, etc.
3. Control curbs for parking areas
4. Streets, drives, parking spaces, etc.

**Elevation Drawing Requirements** - Include the following information.

1. Type of sign
2. Sign display if an on-premise sign
3. Sign height
4. Sign area (all dimensions including depth)



**Construction Drawing Requirements** - Include the following information.

1. All construction materials for the facing, framework, internal bracing members, etc.
2. Proposed method of attachment to walls, roof, columns and footing, including size and spacing of bolts, welds, nails/screws,
3. Types and sizes of posts, columns, and footings, including column/footing connection details and corrosion treatment (coating) of
4. Any sign exceeding sixty-four (64) square feet in area with a top-edge height exceeding twenty (20) feet above grade level will require a design prepared and stamped by a licensed engineer.