

SIGN PERMIT APPLICATION

CHECKLIST PRIOR TO SUBMITTAL

1. Complete Application & Affidavit
2. Nonrefundable fees
3. TWO paper copies of plans (11" x 17")
 - Provide a scaled site plan showing lot dimensions, length of property frontage, property lines, adjacent roads, public right of way, buildings, dimensions of the front of buildings, landscaped areas, points of ingress, parking areas. The location of the sign must be accurately depicted. All sign setbacks and clearview triangles must be shown.
 - Provide scaled building elevation(s) showing all building dimensions and exterior architectural elements. The location and size of the sign must be accurately depicted. All sign sizes, heights, illumination, etc. must be shown.
 - Provide complete construction plans for the proposed signage. The plans must depict the total square footage of sign, shape of sign, sign composition, color(s) and material(s) of the sign, illumination, heights, and setbacks of the proposed signage.
 - Provide stamped structural calculations.
 - Provide mounting method documentation and/or footing diagrams and dimensions.
 - Provide the electrical and lighting schedule.
 - Any other applicable documentation requested by staff.
4. ONE digital copy of plans on CD ONLY (*flash drives not accepted*)
5. Location must have an active business license with SSL

**** INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED ****

PLAN RE-SUBMITTAL

1. Response letter stating where corrections were made to plans
2. TWO paper copies of plans (11" x 17") (*Complete plans – No Single Pages*)
3. ONE digital copy of updated complete plans on CD ONLY

Submitting a sign permit application does not authorize the applicant to begin construction. Working without an approved permit violates South Salt Lake Municipal Code. South Salt Lake City reserves the right to pursue enforcement action including but not limited to Notice of Violation and Summons, and Citations.

Applicants are responsible for addressing and correcting all inaccurate or incomplete application documentation. Inactive applications automatically void after 180 days. All voided applications require submittal of new applications, including payment of all costs and fees. All application fees are nonrefundable.



SIGN PERMIT APPLICATION

PERMIT NO. _____

APPLICATION DATE: _____

SIGN LOCATION ADDRESS: _____

FEE TITLE OWNER(S)

NAME: _____

MAILING ADDRESS: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

**** AFFIDAVIT REQUIRED FOR ALL PERMIT APPLICATIONS (SEE ATTACHED) ****

BUSINESS INFORMATION

BUSINESS NAME: _____

ADDRESS: _____ STATE: _____ ZIP: _____

SSLC BUSINESS LICENSE NUMBER: _____ PHONE: _____ EMAIL: _____

PRIMARY CONTACT:

NAME: _____

PHONE: _____ EMAIL: _____

COMPANY INSTALLING THE SIGN:

NAME: _____

STATE LICENSE NUMBER: _____ EXPIRATION DATE: _____

PHONE: _____ EMAIL: _____

TYPE OF SIGN:

QTY:	SIGN TYPES:	PERMIT COST:	QTY:	SIGN TYPES:	PERMIT COST:
	WALL SIGN	\$400		MONUMENT SIGN	\$400
	PROJECTING SIGN	\$400		DEVELOPMENT PYLON SIGN	\$1,000
	MARQUEE SIGN	\$1,000		DRIVE-THRU MENU SIGN	\$400
	AWNING SIGN	\$400		FREEWAY ORIENTED SIGN	\$400
	CANOPY MOUNTED SIGN	\$400		BILLBOARD	\$1,000
	ROOF SIGN	\$1,000		ELECTRONIC MESSAGE CENTER	\$750
	WINDOW SIGN	No Fee		ALL SIGNS MUST COMPLY WITH TITLE 17	

VALUATION OF SIGN(S): _____

TOTAL PERMIT COST: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name, and I am the party with whom the City should communicate regarding any matter pertaining to this application.

The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until all application requirements have been met, including the payment of any applicable fees, deposits, and/or bonds.

SIGNATURE OF APPLICANT: _____

NAME OF APPLICANT (PRINTED): _____

MAILING ADDRESS: _____

PHONE #: _____ EMAIL: _____

-----**FOR CITY USE ONLY**-----

Total Fees Due: _____ Receipt #: _____

Date Paid: _____

CITY REVIEW NOTES:

ZONING DISTRICT:

ACTIVE BUSINESS LICENSE NAME:

ACCOUNT #:

**CURRENT ON RENEWAL
PAYMENTS:**

YES _____ NO _____

APPROVED [] DENIED []

DATE:

PLANNER NAME:

PROPERTY OWNER'S AFFIDAVIT

I/we _____, being duly sworn, depose and say that I/we am/are the current owner of the property involved in this application: that I/we have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if applicable)

Subscribed and sworn to before me this ____ day of _____ 20 ____.

Notary Public
Residing in Salt Lake County, Utah
My commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property located at _____, South Salt Lake City, Utah, do hereby appoint _____ as my/our agent to represent me/us with regard to this application affecting the above described real property located in the city of South Salt Lake, and authorize _____ to appear on my/our behalf before any City Board or Commission considering this application.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the ____ day of _____, 20 ____, personally appeared before me _____ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary Public
Residing in Salt Lake County, Utah
My Commission expires: _____