

SIGN PERMIT

Application Packet



DRAPER CITY
Community Development Department
1020 East Pioneer Road, Draper, UT 84020
(801) 576-6532 Fax (801) 576-6526

Sign Permit Application
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www.draper.ut.us



Notice: If a sign is installed prior to the sign permit being issued; the permit **fee will be doubled**. After the permit is issued, the sign will be inspected. It is the applicant's responsibility to bring the sign into full compliance if the sign does not meet approved plan.

Sign Information					
Date of Submission:		Project/Business Name:			<input type="checkbox"/> Issued or applied for a Draper Business License
Project Address:					
Date of Installation:					
Applicant:			Property Owner(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:			Email:		
Contact Person:			General/Electrical Contractor/Sign Installer:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Office Phone:		Cell:	Office Phone:		Cell:
Email:			Email:		Contractor License #:

*The application you are submitting will become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this information. Draper City does not currently share your private, controlled or protected information with any other person or government entity.

Temporary Sign Fee

___ Banner Permit- \$25.00, 32ft² Maximum Size,
 14 days (up to 4 times per year)

___ Grand Opening Sign- \$30.00, 32ft² Maximum Size,
 30 days

___ Development or Construction Sign-
 \$100.00 + \$2.50 per ft² over 32ft²
 48 ft² Maximum Size (double sided sign permitted)
 To be removed after certificate of occupancy is
 issued

Permanent Sign Fee

___ Wall Sign- \$100.00 + \$2.50 per ft² over 32ft²
 Sign ft²: _____ Width of building: _____
 ___ Monument Sign- \$100.00 + \$2.50 per ft² over 32ft²
 Sign ft²: _____ Height of sign: _____

___ Free Standing or Pole Sign-
 \$100.00 + \$2.50 per ft² over 32ft²
 Sign ft²: _____ Height of sign: _____

For Office Use Only			
Date Received:	Received By:	Permit #:	Fee:

Sign Permit Application Checklist

**Incomplete applications will not be accepted or held.
All required items shall be submitted.**

Submission Requirements

- _____ Completed Application Form
- _____ Property Owner Letter of Approval
- _____ Verification of a Draper City Business License

Monument and Freestanding Signs

- _____ 2 copies of a site plan for the entire site including the following:
 - Drawn to scale.
 - Show the distance of the sign to all buildings, dimensioned property lines and sign setbacks from public and private rights-of-way, intersections, easements and driveways.
 - All existing signs on site and distance from proposed sign.
- _____ 2 copies of a fully dimensioned, scaled elevation drawing including the following:
 - Sign height, color, area dimensions and design.
 - Type of illumination.
 - Elevations must be provided for all four sides of the sign.
- _____ 1 set of detailed construction drawings of the sign including:
 - Electrical plan and foundation scheme.
 - Name of sign maker.

Wall Signs

- _____ 2 copies of a fully dimensioned, scaled elevation drawing including the following:
 - Linear and area dimension of the sign and of the building elevation facade on which the sign will be placed.
 - Color and sign design.
 - Type of illumination.
- _____ 1 set of detailed construction drawings with attachment to the wall or building including:
 - Electrical plan.
 - Name of sign maker.

Temporary Signs

- _____ Submit a site plan drawing showing the dimension of the banner and location of where it will be placed.