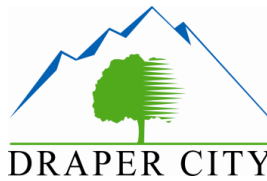


# SIGN PERMIT

## Application Packet



Community Development Department  
1020 East Pioneer Road, Draper, UT 84020  
(801) 576-6399 – Fax (801) 576-6526

**Sign Permit Application**  
 Community Development Department  
 1020 East Pioneer Road, Draper, UT 84020  
 (801) 576-6399 – Fax (801) 576-6526  
[www.draper.ut.us](http://www.draper.ut.us)  
[planning@draper.ut.us](mailto:planning@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.

***A separate permit application is required for every sign.***

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

<b>For Office Use Only</b>			
<b>Date Received:</b>	<b>Received By:</b>	<b>Permit Number:</b>	<b>Fee:</b>

## Sign Fees

### Permanent Signs

\$100.00 plus \$2.50 per square feet over 32 square feet

Height of Sign: \_\_\_\_\_

Length of Sign: \_\_\_\_\_

Depth/Width of Sign: \_\_\_\_\_

### Sign Face Change (no change to size)

\$25

### Temporary Signs

#### Banner Permit – \$25.00

*32 square foot maximum size: 14 days (up to 4 times per year)*

#### Development or Construction Sign – \$100.00 plus \$2.50 per square feet over 32 square feet

*48 square feet maximum size (double sided sign permitted) – to be removed after certificate of occupancy is issued*

Height of Sign: \_\_\_\_\_

Length of Sign: \_\_\_\_\_

Depth/Width of Sign: \_\_\_\_\_

#### Grand Opening or Going Out of Business Sign – \$30.00

*32 square foot maximum size: maximum of 30 days*

Height of Sign: \_\_\_\_\_

Length of Sign: \_\_\_\_\_

Depth/Width of Sign: \_\_\_\_\_

# 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:
  - All plans 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 (including size) 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.