



# Sign Permit Application

Ogden City Development Services  
2549 Washington Blvd. Suite 240  
Ogden, Utah 84401  
(801) 629-8985

Please print legibly and complete all areas:

<b>Project Value:</b>	<b>check one:</b> <input type="checkbox"/> contract value		<input type="checkbox"/> estimate
<b>Project address:</b>			
<b>Name of business at this location:</b>			
<b>Applicant's name:</b>			
Applicant's Address:			
Phone:	Cell Phone:	FAX:	
E-mail:			
<b>Owner's Name:</b>			
Owner's Address:			
Phone:	Cell Phone:	FAX:	
<b>Engineer/Architect:</b>			
E-mail:		Phone:	
<b>Type of Sign:</b> <input type="checkbox"/> Wall Sign <input type="checkbox"/> Pan-channel letters <input type="checkbox"/> **Monument sign <input type="checkbox"/> **Pole sign			
<input type="checkbox"/> other:			
<b>Is sign illuminated?</b> Yes    No		<b>If yes, are you using existing electrical?</b> Yes    No*	
**Pole signs and monument signs require engineering and structural calculations. (see reverse)			
*If you are installing new wiring to illuminate or animate this sign, you must also hold an electrical license <b>OR</b> list an electrical subcontractor below.			
<b>Sign Installation Contractor:</b>			
City:		Utah State Lic.#:	
<b>Electrical Contractor: (if needed)</b>			
City:		Utah State Lic.#:	
_____		_____	
<i>Applicant's signature</i>		<i>date</i>	
_____		_____	
<i>Plans accepted by</i>		<i>date</i>	

# Sign Permit Application Checklist

*All of the following documents must be included for submittal to be accepted:*

- 2 Site Plans** showing property lines and the linear footage of the building facing the street(s).  
**NOTE:** If the proposed sign is to be located near an intersection or an approach where it could obstruct a driver's view, the sign contractor shall follow the minimum requirements of Ogden City's ordinance Title VII, Chapter 3, sections 1-2 for "sight triangle" regulations. If the speed limit on the affected street exceeds 35 mph, please see Ogden City's Engineering Standard 2-2-M or call the Engineering department at (801) 629-8986. Any sign placed within a State Road right-of-way must have UDOT approval.
- 2 Sets of drawings.** (Must include: building elevations showing proposed sign placement; square footage of each existing sign; square footage of each proposed sign, photographs or drawings of the actual signs with dimensions.)
- 2 Sets Engineering and Structural Calculations** for each pole sign or monument sign (Plans must be stamped, dated and signed by a design professional. Copies are permissible.)
- 2 Sets footing and foundation plans** for each pole sign or monument sign. (Plans must be stamped, dated and signed by a design professional. Copies are permissible.)

**For Office use only**

Census		Zone	
Traffic		Planning Community	

