



PROVO CITY SIGN PERMIT APPLICATION CHECKLIST

Below is a list of information that is required to be submitted with the application in order for City staff to process the request. If any of the required information is not submitted, the application will be considered incomplete and will not be accepted.

Fees: Based on the value of the sign

Staff will review the application and check the boxes if the information has been submitted. As part of the application, please provide the following:

1. Plot Plan Requirements

Please provide an accurate drawing, drawn to scale with the following information:

- Property lines and dimensions of the property.
- Existing and proposed buildings, structures, signs, etc.
- Location of where the sign is to be placed.
- Any streets, driveways, parking spaces, sidewalks located on or adjacent to the property.
- Location of the proposed sign including the distance between it and any other freestanding signs and/or power lines.

2. Building and Sign Elevation Drawing Requirements

- For freestanding signs (pole or monument), a scaled drawing of the sign's elevation with dimensions is required.
- For wall signs, a scaled drawing or digital photograph of the wall where the sign is to be placed including the dimensions of the wall (excluding the roof) is required.
- Height, width and square footage of the sign.
- Any other signs that are existing or going to be removed must be included. Indicate their square footage and whether or not they will remain on the property.
- Width of the sign and how far the sign will project from a wall or into a yard setback.

3. Construction Drawing Requirements

All signs with a top-edge height exceeding six (6) feet above grade level must be approved by the Building Inspection Division. All others must be approved by the Planning Division. Plans must be submitted in duplicate, drawn to an engineers or architect scale and clearly indicate all of the following information:

- Materials of which sign is made of, facing, framework, internal bracing members, etc.
- Proposed method of attachment to walls, roof, columns and footings, including size and spacing of bolts, welds, nails, screws, hangers, etc.
- Types of sizes of posts, columns, beams and footings, including column/footing connection details and corrosion treatment (coating) of steel columns.
- Any sign exceeding 64 square feet in area with a top-edge height exceeding 20 feet above grade level will require a design prepared and stamped by a Utah State Licensed Engineer.