



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:

Project Value:	check one: <input type="checkbox"/> contract value		<input type="checkbox"/> estimate
Project address:			
Name of business at this location:			
Applicant's name:			
Applicant's Address:			
Phone:	Cell Phone:	FAX:	
E-mail:			
Owner's Name:			
Owner's Address:			
Phone:	Cell Phone:	FAX:	
Engineer/Architect:			
E-mail:		Phone:	
Type of Sign: <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:			
Is sign illuminated? Yes No		If yes, are you using existing electrical? 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 OR list an electrical subcontractor below.			
Sign Installation Contractor:			
City:		Utah State Lic.#:	
Electrical Contractor: (if needed)			
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	

