



# Sign Permit Requirements Checklist

Permit applications may be submitted through the [Customer Self-Service Portal](#)

This checklist outlines the minimum requirements necessary to begin review. Applicants may be required to submit additional information as requested by reviewers. Incomplete applications will not be accepted for review.

Site plan with the following information (printed to scale)

- North arrow
- Property line(s)
- Location of public street(s)
- Location of all easement(s)
- Building frontage (see definition in [Section 9-16-1, B.R.C. 1981](#))
- Location of existing sign(s)
- Location of proposed sign(s), including sign ID from page 2 of application

Building elevation(s) with the following information (printed to scale)

- Building height
- Facade length
- Tenant frontage
- Height to top of sign from grade
- Parapet height from roof line (if installed on parapet)

Sign Details

- Overall sign dimensions:
  - Length
  - Width
  - Height
  - Area
- Lettering height
- Logo height
- Face material
- Frame material
- Mounting details (show location of all points of contact)

Sign Inventory

A sign inventory shall be in one of the following formats: a text list, table or chart that identifies existing signs and all proposed signs with unique numerical or alphabetical identifiers. An inventory is required for multi-tenant buildings or projects with a sign program. Note, for other projects not regulated by a sign program, the sign code administrator may request an inventory. Include the following for all existing and proposed signs, not including signs exempt from permit per [Section 9-9-12\(c\), B.R.C. 1981](#):

- Total number
- Total surface area (square feet)
- Sign type(s)
- Sign size(s)
- Brief description of sign copy

**Additional materials required for the following sign types (check all that apply):**

**Projecting/suspended signs**

(If sign projects over the property line, into the city right-of-way, a revocable permit will be required)

- Projection from building (dimension) with location of property line
- Vertical clearance from bottom of sign to sidewalk (dimension)
- Engineering for attachment to structure (to demonstrate ability to withstand 165 mph velocity-ultimate west of Broadway, 150 mph velocity-ultimate east of Broadway)

**Free-standing signs**

- Scaled site plan showing setback(s) to property line
- Location of easements
- Foundation details (stamped by an engineer)
- Floodplain and/or wetland boundary
- Compliance with sight distance triangle, per [Section 9-9-7 B.R.C. 1981](#)
- Height of sign from grade

**Internally illuminated signs**

- Full spec sheet that includes lumens and shows that correlated color temperature is below three thousand one degrees Kelvin.
- For electronic message signs/centers, notation that copy will not change more than once per minute