



Building Services & Civil Enforcement  
 Apply for this permit @ [slcpermits.com](http://slcpermits.com)

451 South State Street, Room # 215  
 Salt Lake City, Utah 84111  
 PO Box 145490  
 801-535-6000

Office Use Only

Updated 7/2024

BLD#:	Date:
Received by:	
IBC approval:	Date:
Zoning approval:	Date:
Planning approval:	Date:

## Billboard Construction Worksheet

Property address:

County tax parcel id #:

Zoning designation:

Project name:

### Contact Information:

Name: E-mail:

Address: Phone:

### Property Owner Information:

Name: E-mail:

Address: Phone:

Billboard Owner's Bank and Account:

### Contractor Information:

Name: State Licence #:

### Sign Information:

Area of each face in sq. ft.:    Face 1: Face 2: Total sq. ft.:

Illuminated Electronic Billboard:    Yes No

### \*PLEASE PROVIDE THE FOLLOWING INFORMATION WITH YOUR COMPLETED APPLICATION (ELECTRONICALLY AND ONLINE):

A site plan, drawn to scale, which includes the following information:

- Property lines with dimensions;
- Footprint, location and setback of the proposed billboard;
- Footprint and location of all buildings, landscaping, parking facilities and/or other signs on the property;
- Location and dimension of all rights-of-way, alleys, streets and easements; and,
- Distance (spacing) to the nearest existing billboard on the same side of the street.

Elevations, drawn to scale, which include the height, width and length of the proposed billboard.

Structural Calculations, prepared by a Utah-licensed Structural Engineer.

Submittal and completion of a Structural Observations application: [Structural Observation Form](#)

Electrical Design, prepared by a Utah-licensed Electrical Engineer.

Submittal and completion of a Special Inspections application: [Special Inspections Form](#)

**Payment of the Billboard Permit Construction fee: \$316.00**

Applicant's Signature:

Owner's Signature:

Typing of names in the signature fields is acknowledgment that this application has been completed correctly and agreement to be bound by its terms.

Permit approval requires that a footing, foundation and final inspection be conducted. Please call 801-535-6000 to schedule an inspection. Inspections may also be scheduled on-line at [slcpermits.com](http://slcpermits.com).

All documents submitted by a design professional shall be sealed (date and signature across the seal).