



Building Services & Code Enforcement  
 Apply for this permit online @ [www.slcpemits.com](http://www.slcpemits.com)  
 801-535-6000

451 South State Street, Room 215 PO Box 145490  
 Salt Lake City, Utah 84111 Salt Lake City, Utah 84114-5490

Office only

Updated 7-2024

## Sign Permit Worksheet

Installation address	
Owner	
Establishment	
Sign contractor	License #
Address	
Email	Phone

BLD #	Received by
Date	Valuation
Permit fee	
11.26% plan check	
Electrical permit required	
Zoning approval	
Plans examiner approval	
Historic approval	
1% state fee	Double fee
Total	

- Apply for a Sign Permit through the [Citizen Access Portal](#).
- Submit this worksheet along with construction plans/details to [ProjectDox](#) for plan review.
- Schedule inspections through the [Citizen Access Portal](#) or call 801-535-6000, 24 hour advance notice required to schedule sign inspections.
- A separate electrical permit is required for feeder or branch circuit wiring to sign equipment or neon lighting transformers and must be obtained by a licensed electrical contractor
- Footing inspections are required prior to concrete pours.
- Final inspections are required after installation of all signs.

Before filling out table below, please complete worksheets on the size worksheet on page 2.

Sign type	Sqft of proposed sign	Sqft Allowed in Zone	Sign height (above grade)	Setbacks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Comments

## Size Worksheet

Zone

Sign type	Size ratio allowed by zone (i.e. 1.5 sf of sign per linear ft of store front)	Lot frontage	Building frontage	Store frontage	Size allowed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Comments

Note: A **SEPARATE** electrical permit is needed for feeder or branch circuit wiring to sign equipment or neon lighting transformers and must be obtained by a licensed electrical contractor. Also, a **SEPARATE** permit is required for any work conducted on public property. Please visit [slcpermits.com](http://slcpermits.com) for inspection scheduling and results.

Applicant must comply with all laws and ordinances governing the type of work, whether specified herein or not. The granting of a permit does not authorize the violation of any law nor will a permit cancel the effect of the provisions of any other law regulating construction or the performance of construction. Any permit or license issued for signs which are in conflict with Sat Lake City ordinances shall be null and void, whether or not the license or permit was issued by employees of the city authorized to issue such permit or license. (Sec. 21.92.290). It is the responsibility of the applicant to verify all dimensions and to verify all information contained in this application.

Applicant signature

Date

Print name