



# 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"/> other:	<input type="checkbox"/> **Pole sign	
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.#:	
_____ Applicant's signature		_____ date	
_____ Plans accepted by		_____ date	

## 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	

