



Payson City

Sign Permit Application

For Office Use Only:	Sign Fee: \$ _____ (15-7)
Application # _____	Plan Check Fee: \$ _____ (15-4)
Application Date: _____	1% State Fee \$ _____ (15-9)
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> (see reverse)	Total: \$ _____
Final Approval Date: _____	Issue Date: _____

Business Name: _____ **Parcel #:** _____

Site Address: _____ **Zoning District:** _____

Name of Property Owner(s): _____

Address _____

Mailing Address (if different): _____

Phone # _____ Fax # _____ Email: _____

Name of Applicant or Authorized Agent: _____

Address _____

Mailing Address (if different): _____

Phone # _____ Fax # _____ Email: _____

Name of Contractor: _____ **State Contractor's License #** _____

Address _____

Mailing Address (if different): _____

Phone # _____ Fax # _____ Email: _____

Sign Valuation: \$ _____

Location of Sign: On-Premise _____ Off-Premise _____

Sign Type:

Wall: _____ ► Area of Wall Face: _____ Lot Frontage: _____

Projecting: _____ ► Projection over Right-of-Way: _____ Projection from Building: _____

Freestanding: _____ Billboard: _____ Roof: _____

Animated: _____ Illuminated: _____ Other: _____

Sign Dimensions Length Height Depth Square Footage Height above Ground

Sign Dimensions	Length	Height	Depth	Square Footage	Height above Ground
Sign #1					
Sign #2					
Sign #3					
Sign #4					

GENERAL INFORMATION

All applications for sign permits shall be accompanied by two sets of plans consisting of a plot plan and elevations. Plans must be submitted on at least 8½” x 11” paper and shall be drawn to scale with all dimensions identified so the Zoning Officer may determine conformance with the Sign Ordinance. State Law requires that permanently fixed or attached signs be installed by licensed sign contractors only. The signature of the licensed contractor responsible for the installation of the sign is required prior to the issuance of the sign permit.

Plot Plan Requirements

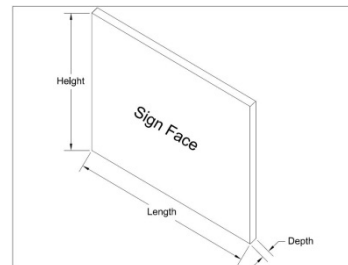
The plot plan shall show the size of the sign and its location in relationship to the following features of the site:

- 1. Property lines
- 2. Existing and proposed buildings, structures, signs, etc.
- 3. Control curbs for parking areas
- 4. Streets, drives, parking spaces, etc.

Elevation Drawing Requirements

The elevation drawings shall show the following information:

- 1. Type of sign
- 2. Sign display if an on-premise sign
- 3. Sign height
- 4. Sign area (all dimensions including depth)



Construction Drawing Requirements

The construction drawings shall include the following information:

- 1. All construction materials for the facing, framework, internal bracing members, etc.
- 2. Proposed method of attachment to walls, roof, columns and footing, including size and spacing of bolts, welds, nails/screws, hangers, etc.
- 3. Types and sizes of posts, columns, and footings, including column/footing connection details and corrosion treatment (coating) of steel columns.
- 4. Any sign exceeding sixty-four (64) square feet in area with a top-edge height exceeding twenty (20) feet above grade level will require a design prepared and stamped by a licensed engineer.

Note: A separate electrical permit is required for feeder of 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 call 465-5204 for all inspections – 24 hours in advance.

Applicant must comply with all laws and ordinances governing this 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 Payson 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. It is the responsibility of the applicant to verify all dimensions and to verify all information contained in this application.

Property Owner’s Signature: _____ **Date:** _____

Applicant’s Signature: _____ **Date:** _____

Contractor’s Signature: _____ **Date:** _____

Conditions of Approval: _____

Bldg Approval: _____ **Date:** _____ **Zoning Approval** _____ **Date:** _____