

# Sign Permit Checklist

To register with My City Inspector, please visit [www.springville.org/permits](http://www.springville.org/permits)

**Permits will not be accepted as incomplete submissions.**

Plan check fee is due in FULL at time of permit submission. Contact office staff for amount.

**One (1) COMPLETE set of electronic construction plans submitted in a pdf format which includes:**

- Completed and signed building permit application including licensed installer information and valuation of sign
- Site plan (property lines and dimensions, existing and proposed buildings, structures, signs, etc. As well as any overhead utility lines on the property and any streets, driveways, parking spaces, and landscaping that are within 20 feet of the property.)
- Building elevations showing cross sections, with overall height, from natural grade and size of sign with dimensions
- Construction drawings
- Footing and foundation plan
- Electrical information (disconnect location and size of overcurrent protection)
- Engineering (if required) with wet stamp and calculations with attachment schedule
- Any and all applicable information related to construction (columns, posts, beams, framework, internal bracing, etc.)
- Elevations which include:
  - area
  - width
  - height
  - depth

For individual letters or graphics provide the above dimensions for each row, including distances between lines of text or graphics.

- Proof of a current Springville City business license
- 1. Sign shall be designed to the 2018 IBC and 2017 NEC and conform to **Title 11-6-310** Springville City Ordinance
- 2. Engineering required if the sign meets or exceeds any of the following criteria:
  - a. Projects more than 4 inches from wall or structure
  - b. Exceeds 4 lbs., per square foot, for sign
  - c. Stand-off dimension exceeds 2 inches from wall or structure
  - d. Exceeds 4 feet in height from grade for stand-alone sign
- 3. All electrical signs require UL listing as sign per NEC 600.3

**Process after submission for a Building Permit:**

1. Plans are reviewed on a first come first serve basis for complete submittals
2. Plan review can take several weeks depending on the current demand

**Requirements when picking up Building Permit:**

1. Payment of permit fees **by CASH or CHECK only** made payable to Springville City
2. Payment of completion and performance bonds
3. Contractor information if not previously known

