



Building Department Sign Permit Requirements After Conditional Use Approval

The following is a list of requirements for each sign permit application:

- Completed permit application
- Business address and phone number
- Address of property owner and phone number
- Syracuse City business license or application in process
- Valuation of sign, including all labor and materials
- Contractor license number for installer
- Scaled-engineered** drawings of sign, showing construction with all connections, footings, etc., and stamp of engineer licensed to practice in the State of Utah
- Electrical schematics showing disconnects and circuit requirements.

Applications for Monument and Freestanding signs must include:

- Plot plan, showing relationship of sign to buildings and property lines, the setbacks from public rights-of-way, intersections, easements, driveways, existing site contours in 1-foot intervals, and nearest monument or freestanding signs on adjacent parcels
- Two accurately dimensioned, scaled drawings showing height, color, square-foot dimensions, landscaping, sign composition, materials, type of illumination, and how the sign would appear from the street
- Details of sign construction, including electrical plan and foundation schemes with appropriate engineer's stamps
- Number of acres and length of lineal frontage of property

Applications for signs on building exteriors must include:

- Two scaled, engineered drawings, showing square-foot dimensions of both the building and sign compositions and type of illumination
- Profile drawing of how the sign would appear on the building from the street/parking area
- Details of sign construction and attachment, including electrical plan with appropriate engineer's stamps
- Letter of compliance from developer if commercial subdivision has design standard requirements

Applications for permanent signs must demonstrate incorporation and sensitivity to the following elements:

- Architectural compatibility
- Appropriate scale and proportioning
- Appropriate illumination
- Appropriate color and style
- Location
- Compatible landscaping

If the Community Development Department believes that adherence to these elements are not shown, the Director may deny the application or refer it to the Planning Commission for further review.

** engineering required if sign protrudes greater than 2 inches from mounted surface or exceeds more than 10 lbs. for any part thereof. Flat panel signs do not need engineering but shall still be designed to resist wind loads and be secured adequately to structure. All pole signs require engineering.