

Sign Permit Process

Permits will not be accepted as incomplete submissions.

___ Completed and signed building permit application including licensed installer information and valuation of sign

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

- ___ 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 2015 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

Submit plans electronically to buildingpermits@springville.org. Submitting plans does not guarantee the start time. All required information must be submitted and the deposit must be secured before plans will be reviewed.

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

I confirm that all construction drawings with required application have been provided for review.

Contractor/Applicant Signature

Date

