



Sign Permit-Items to Submit

If you are applying for a Sign permit, the following items must be submitted:

	<p>Before you complete you sign permit application, please read the Santaquin City Ordinances dealing with signs to make you're your project is in compliance with City Regulations.</p> <p>http://www.sterlingcodifiers.com/codebook/index.php?book_id=303&chapter_id=6347</p> <p>COMPLETE YOUR BUILDING PERMIT APPLICATION ONLINE. Go to the link below:</p> <p>https://www2.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal_&installationID=196</p> <p>Then go to "Permitting", "Apply for a Permit".</p> <p>Here you will create an online account with a user name and password. Fill in the pertinent information. Skip all of the fields that you don't understand, but be sure to fill in the VALUE box indicating how much the sign project will cost.</p> <p>Then, upload the following information. There is an UPLOAD button at the bottom of the page where you enter your permit information. You can also upload documents by signing in to your account, clicking MY ACCOUNT (on the upper right), then VIEW MY REQUESTS on the left, then click on your permit link in the middle of the page, then click UPLOAD on the left.</p>
	<p>1. FOR FREESTANDING AND MONUMENT SIGNS:</p> <p>A. SITE PLAN. This is a drawing showing the following:</p> <ul style="list-style-type: none"> • The lot drawn to scale showing the location and size of the sign as well as the measurements for the lot. Label all streets along the property. • All existing signs on site and the distance from the proposed sign.

	<ul style="list-style-type: none"> • The distance of the sign to all buildings, property lines and public and private right of ways, intersections and driveways. <p>B. ELEVATION DRAWINGS. Drawings showing the following:</p> <ul style="list-style-type: none"> • All sign dimensions including height for all sides of the sign. • Color, Design and all information that will be on the sign. • Type of Illumination if any. <p>C. CONSTRUCTION DRAWINGS: Plans showing the following:</p> <ul style="list-style-type: none"> • Foundation plans. • Notes on how the sign will be secured. • Electrical plans if applicable.
	<p>2. FOR WALL SIGNS:</p> <p>A. SCALED ELEVATION DRAWINGS showing the following:</p> <ul style="list-style-type: none"> • Fully dimensioned, scaled drawings with all measurements. • Color and sign design with all typography included. • Type of illumination if applicable. <p>B. DETAILED CONSTRUCTION DRAWINGS showing:</p> <ul style="list-style-type: none"> • How the sign will be attached to the wall. • All electrical plans if applicable. • Notes on how the sign will be constructed (materials).
	<p>3. FOR TEMPORARY SIGNS:</p> <p>A. SITE PLAN showing:</p> <ul style="list-style-type: none"> • The dimensions of the sign. • The design of the sign. • Notes on materials to be used for sign construction. • Location of proposed sign. <p>** Please read the Santaquin City Ordinances dealing with Temporary signs to make sure you sign will be permitted: http://www.sterlingcodifiers.com/codebook/index.php?book_id=303&chapter_id=6347#s195050</p>
	<p>**If you are using a sign company, they should have all of this information for you.</p>

