



Building Department Permit Requirements After Conditional Use Approval

The following information is required for each sign permit application:

- Completed permit application
- Business address and phone number
- Address of property owner and phone number
- Business must have a current or applied for Syracuse City business license
- Value of the sign including all labor and material costs
- Contractor license number for installer
- Scaled, engineered drawings of sign showing construction including all connections, footings, etc. The engineer who reviews and stamps submitted drawings must be licensed to practice in the State of Utah.

Engineered drawings must be submitted for all permanent sign installations regardless of sign size, design, weight or placement.

Monument and freestanding signs:

- Plot plan showing relationship of signs to buildings, property lines, the setback from public rights-of-way, intersections, easements, driveways, existing site contours (1 foot intervals), and nearest monument or freestanding signs.
- Two accurately dimensioned, scaled drawings showing height, color, square foot dimensions, landscaping, sign composition, materials, type of illumination, and how the sign will appear from the street.
- Details of sign construction including an electrical plan, and foundation schemes with appropriate engineers stamp(s).
- Number of acres and length of lineal frontage of property.



Signs on a building exterior:

- Two scaled, engineered drawings showing square foot dimensions of both the building and the sign composition, and type of illumination.
- A profile drawing of how the sign will appear from the street/parking area and on the building.
- Details of sign construction and attachment including electrical plan with appropriate engineers stamp(s).
- Letter of compliance from developer if design standards are required.

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

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

If the Director feels adherence to these elements are not shown the Director may deny or refer an application to the Planning Commission for further review.