

Sign Permit Application
 Community Development Department
 90 North Main Street, Tooele, UT 84074
 (435) 843-2132 Fax (435) 843-2139
www.tooelecity.gov



Notice: All permanent signs must be inspected. It is the applicant's responsibility to schedule inspections and bring the sign into full compliance if the sign doesn't meet approved plans or applicable code requirements. No signage is allowed to be placed in the parkstrip or any other part of the right-of-way and are subject to immediate removal without notification.

Sign Information				Permit #:	
Date of Submission:			Project/Business Name:		
Project Address:					
Project Description:					
Property Owner(s):			Applicant(s): <input type="checkbox"/> Same		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:		Email:		Phone:	
General Contractor:			Electrical Contractor:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:		Cell:		Phone:	
Fax:		License #:		Fax:	
Applicant Signature:				Date:	

*The application you are submitting will become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this information. Tooele City does not currently share your private, controlled or protected information with any other person or government entity.

Temporary Sign

- | | |
|--|---|
| <input type="checkbox"/> A-Frame Sign
<input type="checkbox"/> Banner Sign
<input type="checkbox"/> Other (explain): _____
Sign Install Date: _____ | <input type="checkbox"/> Grand Opening Sign
<input type="checkbox"/> Closing Sale Sign
Sign Removal Date: _____ |
|--|---|

Permanent Sign Fee

- | | |
|---|---|
| <input type="checkbox"/> Monument Sign
<input type="checkbox"/> Wall Sign
<input type="checkbox"/> Pylon Sign
<input type="checkbox"/> Canopy Sign | <input type="checkbox"/> Projection Sign
<input type="checkbox"/> Freestanding Sign
<input type="checkbox"/> Incidental Sign
<input type="checkbox"/> Directional/Information Sign |
|---|---|

For Office Use Only					
Plans Reviewer:	Date:	Notes:		Valuation	
Land Use Review:	Date:	Notes:		Permit Fees (201)	
Director Approval:	Date:	Approved Install Date:	Required Removal Date:	Plan Check Fee (202)	
Received By:	Date Received:	Receipt #:	Prepaid Fee:	State Surcharge (207)	
Received By:	Date Received:	Receipt #:	Balance:	Total	

Sign Permit Application Checklist
Incomplete applications will not be accepted or held.
All required items shall be submitted.

Submission Requirements

Permanent Sign

- Approval letter from property owner where sign will be located
- Completed Application
- A PDF digital drawing of plans including the following:
 - Drawn to scale & dimensioned
 - Color elevations for the proposed sign showing:
 - Height, square foot, dimensions & landscaping,
 - Materials, design, dimensions, components, structural supports, and all structural components of the proposed sign
 - Construction drawings including type of illumination, electrical plans, & electrical components of the proposed sign
- A PDF digital drawing of plans including the following:
 - Drawn to scale & dimensioned
 - Address & name of business
 - Location of all existing & adjacent signs
 - Dimensions of all existing and proposed signs
 - Show relationship of sign to all existing buildings on site, property lines, & setbacks from public rights-of-way, intersections, easements and driveways
- Additional documentation, as appropriate, pertinent to the application.
- Electronic copies of all submitted application materials in PDF format.

Temporary Sign

- Approval letter from each property owner where the sign(s) will be located
- Completed Application
- A PDF digital drawing of plans including the following:
 - Drawn to scale & dimensioned
 - Color elevations for the proposed sign showing:
 - Height, square foot, dimensions & landscaping,
 - Materials, design, dimensions, components, structural supports, and all structural components of the proposed sign
 - Signs for multiple locations must submit a set of plans specific to each location
- A PDF digital drawing of plans including the following:
 - Drawn to scale & dimensioned
 - Address & name of business
 - Location of all existing & adjacent signs
 - Dimensions of all existing and proposed signs
 - Show relationship of sign to all existing buildings on site, property lines, & setbacks from public rights-of-way, intersections, easements and driveways
 - Signs for multiple locations must submit a set of plans specific to each location

Allowable Signage

- Further details, clarifications, or information can be found in Chapter 7-25 of the Tooele City Code.
www.tooelecity.gov > Our Government > City Code > Title 7 > Chapter 25 Signs
- It is the responsibility of the applicant for a sign permit and/or the responsible party for a sign to know and follow all requirements and regulations for all signage, including any adopted updates to Chapter 7-25 of the Tooele City Code.
- Contents herein are based on the most recent amendments made to Chapter 7-25 by City Council Ordinance 2020-41 dated October 7, 2020.
- The contents herein do not represent the entirety of the ordinances or regulations governing signage and serves only as a summary of certain provisions.
- All signs require permits prior to installation unless otherwise noted.

Permanent Signs

Allowed in Residential Zones, per Section 7-25-13

- All signage listed as allowed in all zones
- Development identification signs for subdivisions or multi-family uses
- 1 freestanding sign for permitted non-residential uses, i.e. churches and synagogues
- 1 bench sign at each bona fide bus stop
- 1 window or door sign for home occupations

Allowed in Commercial Zones, per Section 7-25-14

- All signage listed as allowed in all zones
- 1 monument sign per street frontage
- 1 pylon sign per street frontage, under certain conditions
- 1 wall sign, marquee sign, or electric awning sign
- Wall-mounted banners
- 1 under canopy sign
- 1 projection sign
- Feather signs, under certain conditions
- Banner signs, under certain conditions
- A-frame signs, under certain conditions

Allowed in Industrial Zones, per Section 7-25-15

- All signage listed as allowed in all zones
- 1 freestanding sign per street frontage
- Wall signs
- Projecting signs, under certain conditions
- Roof signs, under certain conditions
- Incidental signs

Allowed in All Zones, per Section 7-25-12

- All signage not requiring a permit
- 1 non-illuminated signs per street frontage of a construction site
- 1 non-illuminated real estate sign per lot
- 1 non-illuminated nameplate sign per occupancy
- Directional/information signs
- Grand Opening signs
- Closing Sale signs
- Temporary signage
- Signage for non-profit, schools & civic organizations, under certain conditions

Signs That Don't Require Permit, per Section 7-25-6

- Construction signs
- Directional/information signs
- Holiday or special events decorations
- Nameplates
- Political signs
- Public Notices
- Real Estate signs
- Window signs
- Incidental signs

Temporary Signs

- Special Event signs, under certain conditions
 - Four 21-day display periods, by permit, determined by the applicant
 - Eleven 5-day display periods, without permit, at:
 - Martin Luther King Jr. Day
 - Valentine's Day
 - President's Day
 - Easter
 - Mother's Day
 - Memorial Day
 - Father's Day
 - Independence Day (July 4th)
 - Pioneer Day (July 24th)
 - Labor Day
 - Veteran's Day
 - One 10-day display period, without permit, at Thanksgiving
 - One 23-day display period, without permit, from December 10th to January 2nd
- Wheeled signs under certain circumstances

Signs Prohibited in All Zones

All sign types listed are prohibited unless specifically allowed within Chapter 7-25 of the Tooele City Code

- Abandoned signs
- Animated signs (naturally, mechanical, electrically powered movement or flashing and illusionary movement) and animation on allowed signs
- Banners under certain circumstances, pennants, festoons, and search lights
- Signs imitating or resembling official traffic or government signs or signals
- Signs, other than official government and traffic signage within any public right-of-way or on public property
- Off-premises signs and billboards
- Handheld signs, vehicle signs, wheeled signs, snipe signs, roof signs, and inflatables under certain circumstances
- All other signage types not specifically identified as allowed