



## MIDVALE CITY

Department of Community Development  
7505 South Holden Street, Midvale City, Utah 84047  
Phone: 801.567.7231 \* Fax: 801.567.0518

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### SIGN PERMIT PROCEDURE

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**ITEMS TO BE SUBMITTED:** All required documents must be submitted with the application. Incomplete applications will not be accepted.

- Fee and application.
- Property owner's affidavit or agent authorization.
- Two (2) sign elevation plans, drawn to scale, to include the following:
  - Sign dimensions; and
  - Sign height.For all wall signs, window signs and awning signs include:
  - Building elevation showing all proposed signs as well as any existing signs; and
  - Dimensions of the building elevation.
- Two (2) construction drawings for all monument signs and wall signs, to include the following:
  - Indicate the method of installation including details of all connections, guy lines, supports and footings, and materials to be used; and
  - Plans shall be stamped by a professional engineer licensed in the state unless, specifically waived by the Midvale City Building Official.
- Two (2) site plans, drawn to scale, showing the proposed sign location by street address.

**APPLICATION FEES:** Sign permit fees are based on the valuation of the proposed sign.

**EXPIRATIONS:** Sign permits are valid for three (3) months from the date of issuance. Any sign which is not installed within three (3) months will require a new sign permit. Permit fees for expired permits are not refundable.

**ALLOWABLE SIGNS, AREAS, HEIGHTS, AND SETBACKS:** Please refer to the applicable sign ordinance, by zoning district, in the Midvale City Zoning Ordinance.

**Inspections:** An inspection will be required after the installation of the sign. Please contact the Building Department at 801.567.7211.