



# SIGN PERMIT APPLICATION

PLANNING AND ZONING

217 East Center Street Moab, Utah 84532  
PH 435-259-5129 | WEB [www.moabcity.org](http://www.moabcity.org)

PERMITTEE/BUSINESS OWNER INFORMATION		FOR CITY USE ONLY
Permittee/Owner Name		Permit Number
Mailing Address		Date Paid
Phone #	Email	Permit Fee
Property Owner (if different than applicant)		Treasurer's Receipt Number
Business Name		City of Moab Business License #
Business Physical Address		Business Email
Business Phone #		Cell Phone #
<i>All complete sign permit applications are subject to a five (5) day review period by city staff. Building permit may also be required.</i>		
CONTRACTOR INFORMATION (as needed)		
Sign Contractor		Utah State Contractor's License #
Phone #	Email	Utah Municipality Business License #
Mailing Address		City/State/ZIP
Electrical Contractor		Utah State Contractor's License #
Phone #	Email	Utah Municipality Business License #
Mailing Address		City/State/ZIP
Contractor		Utah State Contractor's License #
Phone #	Email	Utah Municipality Business License #
Mailing Address		City/State/ZIP
SITE PLAN AND REQUIRED DOCUMENTS		
<p>One sign permit application may include multiple signs on the same lot. Detailed drawing(s) to scale of all existing and proposed signs on a lot <b>MUST</b> be attached to the sign permit application for construction, creation, and/or installation of a new sign or for the alteration of an existing sign. <b>The drawing(s) MUST include the following:</b></p> <p>✓ <b>CHECK LIST</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Height of all signs on the lot</li> <li><input type="checkbox"/> Square footage of each sign on the lot</li> <li><input type="checkbox"/> Total combined square footage of all signs on the lot</li> <li><input type="checkbox"/> Site plan indicating length of street frontage, location of buildings, parking lots, driveways, landscaped areas and all existing and proposed signs on the site</li> <li><input type="checkbox"/> Overall dimensions, design, structure, materials, proposed copy and illumination specifications of all signs requiring a permit on the lot</li> <li><input type="checkbox"/> Photograph(s) of the lot</li> <li><input type="checkbox"/> UDOT Roadside Advertising Permit, if applicable, for signs located along Highway 191</li> </ul>		

PROPERTY INFORMATION		
Property's frontage along the public right-of-way(s)	feet	
Number of existing signs on the property		
Total square footage of all existing signs	square feet	
Number of proposed signs		
Total square footage of proposed signs	square feet	
Proposed sign(s) will be:	Permanent	Temporary
		Both
CERTIFICATION		
This is to certify that I have read Moab Municipal Code Chapter <a href="#">17.93 Sign Code</a> and agree to abide by the rules and regulations set forth in this chapter.		
SIGNATURE OF APPLICANT	DATE	
NAME OF APPLICANT (please print)		
SIGNATURE OF CONTRACTOR	DATE	
NAME OF CONTRACTOR (please print)		
SIGNATURE OF PROPERTY OWNER (if different than business owner)	DATE	
NAME OF PROPERTY OWNER (please print)		
FEES (\$50.00 minimum charge up to 30 square feet; \$0.50 for each additional square foot)		
<b><i>NOTE: Total will update after SF is entered above</i></b>	<b>SQUARE FEET</b>	<b>AMOUNT</b>
Total square footage of proposed sign(s)		
Minimum charge (up to 30 SF)		\$ 50.00
Total square footage over 30 SF		
<b>TOTAL SIGN PERMIT FEE</b>		
APPROVAL (FOR CITY USE ONLY)		
PLANNING STAFF APPROVAL	DATE	
BUILDING OFFICIAL APPROVAL*	DATE	
<p><b>* Sign permit application has been reviewed by the Building Official and it has been determined that a:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Building permit is required                      <input type="checkbox"/> Building permit is NOT required         </p>		
Additional staff comments		