



ADMINISTRATION AND ENFORCEMENT

13-8-1: APPLICATION FOR PERMIT:

- A. Application for a permit for the construction, alteration, or relocation of a sign shall be made to the Department upon a form provided by the Department and shall include the following information:
1. Name and address of the owner of the sign.
 2. Proof of current Roy City Business License.
 3. Street address or location of the property on which the sign is to be located, along with the name, phone number and address of the property owner.
 4. Contractor information; to include license number, phone number and address.
 5. Value of sign.
 6. The type of sign or sign structure as defined in this Title.
 7. For wall signs:
 - a. Scale drawings showing square foot dimensions of both the building and the sign, sign composition, and type of illumination.
 - b. A profile drawing of how the sign will appear from the street/parking area and on the building.
 - c. Detail sign construction and attachment including electrical plan.
 8. For monument or freestanding sign:
 - a. Number of acres and length of lineal frontage of property.
 - b. A site plan showing the relationship of sign to buildings, property lines, setback from public rights-of-way, intersections, easements and driveways along with the locations and square footage areas of all existing signs on the same premises and adjacent premises within one hundred (100) feet.
 - c. Specifications and scale drawing showing the materials, design, dimensions, structural supports, method of attachment and electrical components of the proposed sign.
 9. For pole signs:
 - a. Scale drawings showing square foot dimensions of the sign, height clearance, sign composition, and type of illumination.
 - b. A profile drawing of how the sign will appear from the street/parking area and on the building.
 - c. Detail sign construction and attachment including electrical plan.

13-8-2: PERMIT FEES:

All applications for permits filed with the Department shall be accompanied by a payment of the initial permit fee for each sign according to a fee schedule set by resolution of the Roy City Council.

13-8-3: PERMIT CONDITIONS AND PENALTIES:

- A. A permit issued by the Department becomes null and void if work is not commenced within one hundred eighty (180) days of issuance. If work authorized by the permit is suspended or abandoned for one hundred eighty (180) days, the permit must be renewed with an additional payment one-half of the original fee.
- B. If any sign is installed or placed on any property prior to receipt of a permit, the specified permit fee shall be doubled. However, payment of the doubled fee shall not relieve any person of any other requirements or penalties prescribed in this title.