



# Sign Permit Application

[www.orem.org](http://www.orem.org)

Permit #: \_\_\_\_\_

Development Services Department

• 56 North State Street, Orem, Utah 84057

• (801) 229-7058

• FAX (801) 229-7191

Asterisk (\*) denotes required information.

APPLICANT INFORMATION		
Name: * _____ Business Phone: * _____	Sign Contractor: * _____	
Address: * _____	Sign Contractor Address: * _____	
City: * _____ State: * _____ Zip: * _____	Utah License No.: * _____	
Applicant's Signature: * _____ Date: * _____	Contact Person Name: * _____ Phone: * _____	
SIGN LOCATION INFORMATION		Email: _____
Name of Business: * _____ Sign Value: * \$ _____	* Circle the Sign Zone in which the sign is located.	
Address of Business: * _____ Property Frontage: * _____ Ft.	<b>A    B    C    D    E</b>	
It is unlawful for any person to erect, alter, or relocate a sign within the City of Orem without first obtaining a sign permit from the City. Regulations governing various types of signs are listed on the backside of this form. For a complete copy of the City of Orem Sign Ordinance you may visit our web site at <a href="http://www.orem.org">www.orem.org</a> , under Public Information go to City Code, Chapter 14.		
REQUIRED DOCUMENTATION		
<b>Site Plan</b>	This application shall include a site plan of the property drawn accurately to scale and shall include: property lines with dimensions, location of existing and proposed signs, existing buildings, streets, sidewalks, landscaped areas, parking areas, and driveways. A site plan is not required if only wall signs are proposed.	
<b>Sign Information</b>	This application shall include a drawing to scale indicating the proposed sign dimensions, construction specifications, electrical components and wiring, method of attachment, and character of structural members to which attachment will be made.	
<b>Building Elevations</b>	A building elevation for every wall to which a sign will be placed shall be submitted with this application and shall show its dimensions.	
<b>Other</b>	Any other reasonably related information deemed necessary by the City shall also be submitted with this application.	
PROHIBITED SIGNS		
<b>A-Frame</b>	<b>Abandoned Signs</b>	<b>Motion Signs</b>
<b>Roof Signs</b>	Unless expressly permitted by Chapter 14:	
	<b>Off-premise Signs</b>	<b>Portable Signs</b>
		<b>Temporary Signs</b>
SIGNS BY TYPE – See reverse side for additional signs		
FREESTANDING POLE SIGNS		
<b>Sign Zone "A"</b>		
STREET FRONT	MAXIMUM AREA	MAXIMUM HEIGHT
50 ft or less	Front X 0.4 + 80	15'
51' to 100'	Front X 0.4 + 80	20'
101' to 125'	Front X 1.2	22'
126' to 150'	Front X 1.2	24'
151' to 175'	Front X 1.2	26'
176' to 200'	Front X 1.2	28'
201' to 225'	Front X 1.2	20'
226' to 250'	Front X 1.2	32'
251' plus	Front X 1.2	35'
No sign is Zone "A" shall exceed 300 sq. ft.		
<b>Sign Zone "B"</b>		
STREET FRONT	MAXIMUM AREA	MAXIMUM HEIGHT
50 ft or less	Front X 0.4 + 60	10'
51' to 100'	Front X 0.4 + 60	15'
101' to 125'	Front X 1.0	20'
126' to 150'	Front X 1.0	21'
151' to 175'	Front X 1.0	22'
176' to 200'	Front X 1.0	23'
201' plus	Front X 1.0	24'
No Sign in Zone "B" shall exceed 225 sq. ft.		
<b>Sign Zone "C"</b>		
DISTANCE FROM STREET R/W	MAXIMUM AREA	MAXIMUM HEIGHT
10'	36 sq ft	Equal
15'	75 sq ft	To
20'	100 sq ft	Distance
25'	125 sq ft	From
30'	150 sq ft	Street
35'	175 sq ft	Right-of-way
40'	200 sq ft	
No sign is Zone "C" shall exceed 200 sq. ft.		
<b>Sign Zone "D"</b> Freestanding pole signs are not permitted in the "D" Zone. Freestanding monument signs are permitted.		
<b>Sign Zone "E"</b> Freestanding pole signs may not be oriented toward 1200 West except for business that cater to the traveling public, are located within 660 feet of a freeway interchange, and shall be set back from 1200 West Street a distance equal to the height of the sign. Signs adjacent to I-15 shall be located no further from I-15 than a distance equal to the height of the sign. The height and area requirements shall be the same as for signs in Sign Zone "A".		
<b>FREESTANDING MONUMENT SIGNS:</b> Shall: not exceed 6 feet in height including the base; not exceed 36 square feet in area excluding the base; be set back at least two (2) feet from any public right-of-way; be in a landscaped area of at least 25 square feet with a minimum length and width of 3 feet; and not be erected in a clear vision area.		
<b>WALL SIGNS:</b> Shall: not exceed 20% of the wall area to which the sign is attached; not extend above the roof line; not be used on the same building that has an "integral roof sign."		

Please Note: Once your application is filed with the City, you may contact any of the following individuals to learn of the status of this application: Julia Davis at 229-7060 or Tamara Beardall at 229-7059.

## SIGN TYPE REGULATION

<b>Balloon Sign</b>	<b>Canopy Sign</b>	<b>Reader Board Sign</b>	<b>Roof Sign (Integral)</b>
<ol style="list-style-type: none"> <li>1. Balloon signs require a sign permit from the City of Orem</li> <li>2. Balloon signs shall:                             <ol style="list-style-type: none"> <li>a. Be placed no closer than ten (10') feet from the public right-of-way;</li> <li>b. Not be placed in a clear vision area; and</li> <li>c. Not obstruct the vision of any motorist from seeing any traffic or traffic control devices.</li> </ol> </li> <li>3. Businesses may only display balloon signs a maximum of thirty (30) days in any one (1) calendar year per site.</li> <li>4. Balloon signs are permitted in the C2, C3, M1, M2, and HS zones.</li> </ol>	<ol style="list-style-type: none"> <li>1. Canopy signs require a sign permit from the City.</li> <li>2. Canopy signs shall:                             <ol style="list-style-type: none"> <li>a. Only be placed on a canopy which has been approved by the Chief Building Official or his designee;</li> <li>b. Not have copy which exceeds fifty percent (50%) of the area of the canopy; and</li> <li>c. Not extend beyond the outside limits of the canopy.</li> </ol> </li> <li>3. Canopy signs are permitted in the C1, C2, C3, M1, M2, HS, CM, and BP zones.</li> </ol>	<ol style="list-style-type: none"> <li>1. Reader Board signs require a sign permit from the City.</li> <li>2. Reader Board signs shall:                             <ol style="list-style-type: none"> <li>a. Not be used for a period more than thirty (30) days in any one (1) calendar year (January 1 through December 31);</li> <li>b. Be placed a minimum of ten (10') feet from the public right-of-way;</li> <li>c. Not be placed in a clear vision area; and</li> <li>d. Not be placed in such a way as to obstruct the vision of any motorist from seeing any traffic or traffic control devices.</li> </ol> </li> <li>3. Reader Board signs are permitted in the C2, C3, M1, M2 and HS zones.</li> </ol>	<ol style="list-style-type: none"> <li>1. Integral Roof signs require a sign permit from the City.</li> <li>2. Integral Roof signs shall:                             <ol style="list-style-type: none"> <li>a. Not be allowed on buildings having a wall sign; and</li> <li>b. Not have copy that exceeds twenty percent (20%) of the structure to which it is attached.</li> </ol> </li> <li>3. Integral Roof signs are permitted in the C2, C3, M1, M2, and HS zones.</li> </ol>
<b>Billboard</b>	<b>Flashing Sign</b>	<b>Rotating Sign</b>	<b>Youth Activity Sponsor</b>
<ol style="list-style-type: none"> <li>1. Billboard signs require a sign permit from the City.</li> <li>2. Billboard signs shall:                             <ol style="list-style-type: none"> <li>a. Be allowed in permitted zones and along interstate or limited access highways in accordance with the outdoor advertising regulations of the UDOT;</li> <li>b. Not exceed a maximum height of 35' from the base of the sign, or 25' above I-15 grade level at a point perpendicular to the sign, whichever is greater;</li> <li>c. Not have an area exceeding 675 square feet per sign face;</li> <li>d. Be allowed two faces or back-to-back sign faces, provided there is no more than five feet (5') separating the sign faces;</li> <li>e. Not be located any closer than 500' from any other billboards or off-premise signs; and</li> <li>f. Not be within 200' of any residential zone.</li> <li>g. Must comply with 14-3-3.</li> </ol> </li> <li>3. Billboard signs are permitted in the M2 zone.</li> </ol>	<ol style="list-style-type: none"> <li>1. Flashing signs require a sign permit from the City.</li> <li>2. Flashing signs shall not have light bulbs that exceed twenty-five (25) watts.</li> <li>3. Flashing signs are permitted in the C2, C3, M1, M2, and HS zones.</li> </ol>	<ol style="list-style-type: none"> <li>1. Rotating signs require a sign permit from the City.</li> <li>2. Rotating signs shall not exceed six (6) revolutions per minute.</li> <li>3. Rotating signs are permitted in the C2 and C3 zones.</li> </ol>	<ol style="list-style-type: none"> <li>1. Permission must be obtained from the Recreation Director to display a Youth Activity Sponsor sign.</li> <li>2. Youth Activity Sponsor signs are permitted in all zones.</li> </ol>
	<b>Hospital Directional Sign</b>	<b>Pennant Sign</b>	<b>Marquee Sign</b>
	<ol style="list-style-type: none"> <li>1. Hospital directional sign requires a sign permit from the City.</li> <li>2. Hospital directional signs shall:                             <ol style="list-style-type: none"> <li>a. Be allowed only within a hospital overlay zone; and</li> <li>b. Not exceed six feet (6') in height; and</li> <li>c. Not exceed thirty six (36) square feet; and</li> <li>d. Be a minimum distance of one-hundred feet (100') from any public right of way; and</li> <li>e. Not contain any commercial message, except for the hospital/corporation logo.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Pennant signs require a sign permit from the City.</li> <li>2. Pennant signs shall:                             <ol style="list-style-type: none"> <li>a. Not be placed in such a way as to obstruct the vision of any motorist from seeing any traffic or traffic control devices.</li> <li>b. Not be attached to any public utility pole.</li> </ol> </li> <li>3. Businesses may only display pennant signs a maximum of thirty (30) days in any calendar year per site.</li> <li>4. Pennant signs are permitted in the C2, C3, M1, M2, and HS zones.</li> </ol>	<ol style="list-style-type: none"> <li>1. Marquee signs require a sign permit from the City.</li> <li>2. Marquee signs shall:                             <ol style="list-style-type: none"> <li>a. Only be placed on a marquee which has been approved by the Chief Building Official or his designee;</li> <li>b. Not have copy which exceeds fifty percent (50%) of the area of the marquee; and</li> <li>c. Not extend beyond the outside limits of the marquee.</li> </ol> </li> <li>3. Marquee signs are permitted in the C1, C2, C3, M1, M2, HS, CM and BP zones.</li> </ol>
<b>Changeable Sign</b>	<b>Wall Sign</b>	<b>Special Purpose Sign</b>	<b>Directional Sign</b>
<ol style="list-style-type: none"> <li>1. Changeable Copy signs require a sign permit from the City.</li> <li>2. Changeable Copy signs shall:                             <ol style="list-style-type: none"> <li>a. Only be used in connection with freestanding signs, low profile signs, or wall signs; and</li> <li>b. Not have dimensions that exceed the requirements of the ordinance for freestanding, low profile, or wall signs.</li> </ol> </li> <li>3. Changeable Copy signs are permitted in the C1, C2, C3, M1, M2, HS, CM and BP zones.</li> </ol>	<ol style="list-style-type: none"> <li>1. Wall signs require a sign permit from the City.</li> <li>2. Wall signs shall:                             <ol style="list-style-type: none"> <li>a. Be attached to any wall of a building;</li> <li>b. Not exceed twenty percent (20%) of the wall area to which the sign is attached;</li> <li>c. Not extend above the roof line;</li> <li>d. Not be used on the same building that has an Integral Roof sign.</li> </ol> </li> <li>3. Wall signs are permitted in the C1, C2, C3, M1, M2, HS, and BP zones and can be approved as part of a conditional use in residential zones.</li> </ol>	<ol style="list-style-type: none"> <li>1. Special Purpose signs require a sign permit from the City.</li> <li>2. Special Purpose signs shall:                             <ol style="list-style-type: none"> <li>a. Not be an "A-frame" sign;</li> <li>b. Not exceed thirty-two (32) square feet; and</li> <li>c. Be removed within five (5) days of the conclusion of the event.</li> </ol> </li> <li>3. Special Purpose signs are permitted in all zones.</li> </ol>	<ol style="list-style-type: none"> <li>1. Directional signs require a sign permit from the City.</li> <li>2. Only one Directional sign is allowed for each City approved drive approach.</li> <li>3. Directional signs shall:                             <ol style="list-style-type: none"> <li>a. Not exceed three feet (3') in height above the grade of the sign, including the base ; and</li> <li>b. Not exceed six (6) square feet in area excluding the base.</li> </ol> </li> <li>4. Directional signs are permitted in the C1, C2, C3, M1, M2, HS, CM and BP zones.</li> </ol>