



Sign Permit Checklist

Planning Department – 2025/2026

Please submit sign documents that include the following information.

Please find an example of the information we require for review [here](#). Signs must comply with the Municipal Code of Park City Title 12, [Sign Code](#).

Sign Plan Requirements

- **Drawings or photos identifying existing and proposed signs on the site and building façade.**

PLEASE NOTE: Signs may only cover existing signage location for that site.

- **Size/dimensions of each sign, the text area, and letter height.**

Sign area per facade may not exceed thirty-six square feet (36 sq/ft). Individual letter height may not exceed twelve inches (12”).

- **Height**

Signs must be located below the finished floor of the second level of a building or twenty feet (20') above final grade, whichever is lower. Awnings, projecting, and hanging signs must maintain at least eight feet (8') of clearance from ground level.

- **Materials for the sign and methods of attachment.**

- Include detailed description of hardware necessary for proper installation (list all sizes and quantities of any bolts, chains, hooks, etc.) and any lighting.

- [Historic Sites](#) may require additional information/review.

- **Proposed banners, sandwich/portable signs, or other temporary signage.**

The following is prohibited:

- Fluorescent colors and reflective surfaces.
- Up-lighting.
- Additional signage beyond what is already approved for the site.
- Any sign on the [prohibited sign list](#).

To ensure that Signs are reviewed in a timely manner please submit all sign information/documents to the Dropbox, and email virgil.lund@parkcity.gov as soon as possible to ensure there are no delays or changes required.

Planning Department Contact:

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