

**Murray City  
Miscellaneous Plan Submittal Requirements**

Name of Applicant: \_\_\_\_\_ Permit # \_\_\_\_\_ - \_\_\_\_\_  
 Building Address: \_\_\_\_\_ Phone # \_\_\_\_\_

In order to expedite your plan review, please check your plans and application to be sure the following information has been provided. **When each of the following items have been checked by you, sign the bottom of the form and have the Building Department verify that all needed information is included.** Submit this form with your application, project completion deposit and **2 sets of plans** for Building Department review.

*NOTE: APPLICATIONS FOR BUILDING PERMITS WILL NOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.*

**Community Development Approval**

\_\_\_ Approval signature from Planning and Zoning

**Project Completion Deposit** (refunded after final inspection approval)

- \_\_\_ Project completion deposit of \$500.00 for on premise signs and swimming pools  
 \_\_\_ Project completion deposit of \$1,000 for off premise signs (billboards)  
 \_\_\_ N/A for buffer walls, roof conversions, patio, decks or carport

**Building Permit Application**

- \_\_\_ Contractors name, phone number, address, and contractor's state license number for general, electrical, plumbing and mechanical.  
 \_\_\_ Type of improvement  
 \_\_\_ Estimate of valuation  
 \_\_\_ Signature of owner, contractor or authorized agent

**On Premise and off Premise Pole Signs**

- \_\_\_ Site plan showing sign location, property frontage and sign setbacks from property lines and sidewalks  
 \_\_\_ Sign dimensions including distance from grade  
 \_\_\_ Stamped, signed and dated structural engineers calculations for pole type signs (designed for 90 mph, exposure B and maximum soil bearing of 100 psf) or provide stamped and sealed soils report  
 \_\_\_ Column dimensions and material  
 \_\_\_ Soils report

**Attached Signs**

- \_\_\_ Site plan showing location on building  
 \_\_\_ Sign(s) dimensions  
 \_\_\_ Electrical requirements and connections  
 \_\_\_ Size and type of attachments to building  
 \_\_\_ Type of surface/structure to which sign will be attached

**Buffer Walls**

- \_\_\_ Site plan  
 \_\_\_ Wall height, material, footing size and reinforcement

**Roof Conversion**

- \_\_\_ Location and description of existing bearing walls, etc.

