



Community Development Department

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**Building, Fire, and Zoning Minimum Requirements for Commercial
Pre-Occupancy Inspections**

1. Does the total square footage of the building/space to be occupied exceed 1500 sq. ft.? If yes, a drawing/floor plan is required for plan review prior to inspection. (Plan must reflect space layout including restrooms, office, retail/wholesale space, storage and mechanical room/area)
2. If the address for the building/space includes a suite or unit number, it must be reflected on the address shown on the business license application.
3. A copy of the Fire Inspector's approval must be provided to the Business License Officer prior to occupancy (Health Dept. approval must also be provided to the Business License Officer if the business is a food service related business).
4. The following is a list of Building, & Fire Code requirements that are most often overlooked by new business owners/occupants.
 - ___ Premise identification (building address and unit/suite number).
 - ___ Exit signs.
 - ___ Emergency lighting (if required).
 - ___ ADA approved signs and hardware provided for restroom(s)
 - ___ Mechanical room/area may not be used for storage.
 - ___ Provide at least one 2A-10BC Fire Extinguisher with current inspection tag near the exit.
 - ___ Ensure electrical breaker panel is labeled and filler blanks are provided for missing breakers.

This list does not indicate all items that will be inspected. The inspectors will be checking for compliance to all aspects of the various codes. If you have questions prior to the various inspections, contact the appropriate person or agency listed on the back of this sheet.

SIGN REQUIREMENTS:

Both detached and attached signs require a Layton City sign permit that is completed by and done through a professional sign company. The City will not accept sign permits done through the business owner, except for banner permits. The sign permit is a one-time fee for permanent signage. Detached signage is \$134.90 and attached signage is \$99.90.

Detached Signage:

Detached signs are allowed in the following zones: B-RP, CP-1, CP-2, CP-3 and CH commercial zones; M-1 and M-2 industrial zones; PB zones are regulated to low-profile signs only. Detached signs are not allowed in residential zones.

1. Area – The area of the detached sign is figured by the frontage of the parcel and the setback distance of the sign. For each lineal foot of street frontage the sign receives one square foot of sign area within the first 10-feet of setback with the maximum area being 200 square feet. A sign may receive one and a half square feet of sign area behind the first 10-feet of setback with the maximum area being 300 square feet.
2. Height – The maximum height limit for detached signs are as follows. In the B-RP, CP-1 and CP-2 zones is 20-feet above average grade of the front property line. In the CP-3, CH, M-1 and M-2 zones is 35-feet unless in the downtown corridor, then the height may be 45-feet.

3. **Setbacks** – No detached sign shall project over a public right of way (this includes sidewalk areas). Detached signs shall have a two-foot setback from all property lines and the two-foot setback is determined from the leading edge of the sign. The minimum clearance of pole signs is 10-feet between the ground surface and the bottom of the sign.
4. **Quantity** – One detached sign only is allowed per parcel. If a parcel has 300 or more lineal feet of frontage and contains at least 5 acres, one additional sign may be allowed and the distance between both signs shall not be less than 200 lineal feet.

Attached Signage:

Attached signs are allowed in all zoning districts and are allowed as follows.

1. **Area** – Attached signs are not to exceed a total area of three square feet of sign area for each lineal foot of building occupancy. In a PB zone there shall not be more than 50 square feet of sign space per tenant. Flat signs on buildings may not project more than 18-inches from the wall.
2. **Height** – No height limit is specified, however, the following rules apply. On parapet walls, the sign projection above the top of the parapet wall may not exceed ¼ of the sign height or a maximum 4-feet. Sloping and shed roofs may not be located so as to extend 4-feet above the lower edge of the fascia.

Low-Profile Signage:

Low profile signs are encouraged in all commercial and industrial zoning districts and must follow these conditions.

1. **Area** – For every lineal foot of street frontage the sign receives one square foot of sign area.
2. **Height** – The maximum height is 6-feet.
3. **Setback** – Must have a minimum 5-foot front setback and must be incorporated into a landscaped design scheme or planter box with a minimum of a two to one ratio of landscaping to sign area.

Home Occupation Signage:

Within any zone, home occupation signs are allowed. Home occupation signs are not to exceed four (4) square feet in area and must be attached to the home.

Temporary Banners & Balloons:

To place any type of banner or balloon on the parcel requires a banner permit through Layton City and must be renewed annually from the date the permit is received. The annual fee is \$30.00.

1. **Banners** – Shall not exceed one square foot of sign area for every lineal foot of occupied frontage. In no case may any business have more than 60 square feet of banner. Banners are only allowed to be located on the building to which they apply or attached to a permanent sign as long as the area requirement is still met.
2. **Balloons** – The square footage of balloons shall be one square foot for every lineal foot of occupied frontage at the main entrance. Businesses short of 50 lineal feet may receive a maximum 50 square feet of balloon area. There shall be a maximum square footage of 250 square feet of balloon for any property.
3. **Height** – The maximum height limit for balloons are as follows. In the B-RP, CP-1 and CP-2 zones is 20-feet above average grade of the front property line. In the CP-3, CH, M-1 and M-2 zones is 35-feet unless in the downtown corridor, then the height may be 100-feet. For every 1-foot setback the balloon receives 1-foot in height.

Banners and balloons can not be placed in landscaped areas; they must be secured, must comply with all clear view requirements and can not encroach into parking areas.

Any questions concerning your pre-occupancy inspection may be directed to:

Paul Bauer (Building), 336-3770; Alton Fisher (Fire), 336-3958; Amanda Jorgensen (Signs/Zoning), 336-3783; Davis County Health (Food Services), 451-3296

I understand that failure to obtain final approval from the building inspector prior to occupancy may result in termination of utilities to the building/space as well as any additional fine/fee imposed by Layton City.

Signature of Owner/Agent

Print Name

____/____/____
Date