

SIGN PERMIT APPLICATION

One application per sign.

Date: _____

Business Name: _____

Property Owner: _____

Sign Address: _____ Unit: _____

Sign Text: _____

Zone District: _____

<input type="checkbox"/> Fascia Sign	<input type="checkbox"/> Illuminated Internally	<input type="checkbox"/> Single Face	Sign Dimensions: _____
<input type="checkbox"/> Free-Standing Sign	<input type="checkbox"/> Illuminated Externally	<input type="checkbox"/> Double Face	Overall Height: _____
	<input type="checkbox"/> Non-Illuminated		Setback Provided (from property line): _____

Total Square Footage (for two-sided signs, double frontage): _____

Applicant: _____

Email: _____ Phone: _____

Address: _____

Applicant/Authorized Signature: _____

- Submittal Requirements:**
- One application per sign
 - Dimensioned drawing showing sign message and construction
 - Site plan showing location, setbacks, height and sign area of all proposed and existing signage
 - Property owner or landlord approval letter
 - If illuminated, electrical permit or letter from electrician on the tenant finish permit
 - HOA or Design Committee approval, if required (i.e., Castle Pines, Meridian)
 - \$75 fee collected upon receipt of the application

If illuminated, a separate electrical permit or verification of work under a tenant finish permit is required. A sign permit will not be issued until an electrical permit has been issued for the address and there is verification of the ability to control the signage lighting. If a tenant finish permit is required for the use, that must also be issued prior to sign permit issuance.

* A sign inspection is required after installation. After installing your sign, please email Douglas County at signpermits@douglas.co.us to schedule a final inspection for the sign permit.