

SIGN PERMIT APPLICATION

(One application per sign)

Date: _____

Name of Business: _____

Address of Sign: _____

Legal Description: _____

Zone District: _____ Setback Required (from property line): _____

Temporary Sign (12 months unless otherwise stipulated): _____

Facia Sign: _____ Monument Sign: _____ Two-sided: _____

If illuminated: Internal: _____ External: _____ Nit Level (if LED): _____

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

Sign Dimensions: _____ Overall Height: _____

Applicant: _____ Property Owner: _____

Address/City/Zip: _____ Address/City/Zip: _____

Phone: _____ Phone: _____

Authorized Signature: _____

Submittal Requirements: A dimensioned drawing showing sign message, sign construction and a site plan showing location, setbacks, height, and sign area of all proposed and existing signage, landlord approval, if applicable, and fee.

***A sign inspection is required after installation. Upon installing your sign you must call Sherry Meyer - 303.814.4350 or Kim Harris - 303.814.4349 to schedule your sign inspection.**

**An electrical permit is required by Building Services if the sign is illuminated; this permit is separate and distinct from a sign permit. A sign permit will not be released until an electrical permit has been issued for the address and there is verification of the ability to control the signage lighting. Upon installing your sign you must call Building Services at 303.660.7497 to schedule an electrical inspection.

FOR STAFF USE ONLY

Applicable section of code:			
Permit number:		Fee:	
		<i>(\$20 base fee + \$1 per square foot)</i>	
Approved:		Inspection date:	