



Permit # \_\_\_\_\_

# Sign Permit Application

\* All applicable values required to be completed\*

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

SITE ADDRESS/PARCEL # \_\_\_\_\_ PROPOSED SETBACKS: N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ TOTAL LAND AREA \_\_\_\_\_

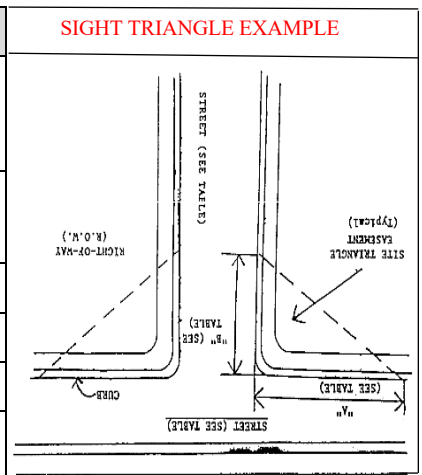
<b>General Contractor:</b>	Name:
Email Address:	Phone #
<b>Building Contractor:</b>	Name:
Email Address:	Phone #
<b>Electrical Contractor:</b>	Name:
Email Address:	Phone #

## TYPES OF SIGN PERMITS

<b>PERMANENT/WALL SIGN</b> EXTERNALLY LIGHTED INTERNALLY LIGHTED NOT LIGHTED MOUNTED TO THE BUILDING MARQUEE/PROJECTION TWO SIDED SIGN	<b>MONUMENT/FREE STANDING</b> EXTERNALLY LIGHTED INTERNALLY LIGHTED NOT LIGHTED METALLIC WITH TWO POSTS CHANGING OUT FACE PLATES TWO SIDED SIGN OTHER _____	<b>A-FRAME OR FOOTED VERTICAL SIGN (ANNUALLY) REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• PROOF OF \$100,000.00 LIABILITY INSURANCE IF SIGN IS ON PUBLIC ROW</li> <li>• SITE PLAN OF LOCATION OF SIGN</li> <li>• SKETCH WITH SIGN SIZE</li> </ul>
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<b>SPECIAL EVENT SIGN- 8 WEEKS PER EVENT, NO INSPECTION NEEDED</b>  VINYL BANNER VINYL WITH TWO POSTS METALLIC POSTS  USE THIS SECTION FOR SPECIAL EVENTS, TEMPORARY AND A-FRAME SIGNS  DATE(S): FROM _____ TO _____ TIMES: _____ AM/PM TO _____ AM/PM	<b>TEMPORARY SIGN, MAXIMUM OF 60 DAYS</b>  VINYL BANNER VINYL WITH TWO POSTS A-FRAME <b>(ADDITIONAL INSURANCE REQUIRED)</b> METALLIC POSTS	PROPOSED HEIGHT _____ PROPOSED SQ. FT PER FACE _____ LETTER HEIGHT _____ DISTANCE FROM ROW _____ TOTAL STREET/STORE FRONTAGE _____ NUMBER OF PROPOSED SIGNS _____ NUMBER OF EXISTING SIGNS _____ SQ FT OF EXISTING SIGNS _____
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SIGHT TRIANGLE(S) SEC 16-102		"B" (Distance in feet)					
"A" (Distance in feet)		Residential Driveway	Alley, Commercial, Industrial Property Access	Residential Access	Collector	Arterial	State Highway (over 45 MPH)
15	Alley, Commercial, Industrial Property Access	15	15	30	40	50	100
30	Residential Access	30	15	30	40	50	100
40	Collector	30	15	30	40	50	100
50	Arterial	50	15	30	40	50	100
100	State Highway (over 45 MPH)	100	15	30	40	50	100



**INCLUDE A DESCRIPTION OF WORK, INCLUDE SIZE, INSTALLATION METHOD AND MATERIAL;** \_\_\_\_\_

<b>VALUATIONS:</b> MATERIAL COSTS \$ _____ LABOR COSTS \$ _____ ELECTRICAL COSTS \$ _____ TOTAL VALUE \$ _____	<b>FEES</b> BUILDING PERMIT FEES \$ _____ PLAN REVIEW FEES \$ _____ USE TAX \$ _____ TOTAL \$ _____	<b>INSPECTION(S)</b> <input type="checkbox"/> ROUGH ELECTRICAL <input type="checkbox"/> ROUGH FRAME <input type="checkbox"/> FINAL ELECTRICAL <input type="checkbox"/> FINAL BUILDING
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**THE FOLLOWING DOCUMENTS SHALL BE REQUIRED FOR PERMIT APPLICATION AND REVIEW:**

- DIGITAL SUBMITTAL – FLASH DRIVE, EMAILED, UPLOADED ONLINE
- SIGNED WAIVER FROM PROPERTY OWNER AND/OR CDOT

**SUBMITTAL TO INCLUDE:**

- COMPLETED APPLICATION
- SIGNED AND DATED ENGINEERED/ARCHITECTURAL PLANS
- PLOT PLAN – SHOW ALL DISTANCES TO LOT LINES, ROW, LABEL ALL STREETS AND EXISTING STRUCTURES
- ELECTRICAL PLANS- COMMERCIAL ZONING WILL REQUIRE A COLORADO STATE LICENSED ELECTRICIAN(IF APPLICABLE)
- ELEVATED DRAWINGS, SHOWING HEIGHT AND SQUARE FOOTAGE OF SIGN(S) (BOTH FACES)
- *2006 ENERGY CODE COMPLIANCE DOCUMENTS*
- *2012 BUILDING CODE COMPLIANCE DOCUMENTS*
- *2020 ELECTRICAL CODE COMPLIANCE DOCUMENTS MANUAL J, S, D AND SUPPORTING DOCUMENTS*
- *OTHER DOCUMENTS MAY BE REQUIRED TO BE SUBMITTED AS REQUESTED BY THE BUILDING DEPARTMENT.*

**Notice**

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the City and Building Codes governing location, construction, and erection of the above proposed work for which the permit is granted. The City or its agents are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the applicable codes or regulations may result in the revocation of this permit. Buildings MUST conform with plans, as submitted to the City. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction. By signing this application, the applicant understands that the Homeowners Association (HOA), if applicable, may have additional requirements, restrictions, and guidelines to follow for construction. The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid requirement, the applicant shall give the building inspector not less than one working days’ notice to perform such activities. By my signature below, I acknowledge (1) that I am responsible for the payment of the plan review fee and the administrative review fee associated with this application regardless of whether I obtain the building permit or not, and regardless of any lapse in building permit approval; and (2) that before I am entitled to obtain a building permit for this property, I must pay any delinquent building permit fees associated with this property. Please see page 2 for additional notices regarding this building permit application.

**APPLICANT INFORMATION AND ACKNOWLEDGEMENT OF NOTICE**

Applicant Signature: _____	Staff Signature: _____
Date: _____	Date: _____

**STAFF COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
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130 S McKinley Ave. Fort Lupton. CO. 80621.Phone 303.857.6694.Email [buildingdept@fortluptonco.gov](mailto:buildingdept@fortluptonco.gov)