



BUILDING MOUNTED SIGN PERMIT APPLICATION

\$50.00 Application Fee per Sign

PLEASE NOTE: Structural and electrical elements require a building permit
See **SIGN PERMIT STEPS** on following page

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CHECKLIST:

- Applicant has reviewed Article IX of the [Municipal Code](#) for all applicable sign regulations
- Attached drawings show height, width and square footage of sign; and height of the sign letters
- Drawings shall also show the height, width and square footage of the building elevation;
 - *If located in a multi-tenant building or shopping center, applicant must submit a drawing depicting the entire building, including all existing signs located on the entire building façade.*
- Approval from owner/landlord for a sign on a multi-tenant building
 - *Only required for businesses in a multi-tenant building*

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APPLICANT (sign company):

Name: _____ of: _____
 Address: _____
 Phone #: _____ Email: _____

BUSINESS (location of sign):

Do you have a business License? Business License Number: _____
 Name: _____
 Address: _____
 Phone #: _____ Email: _____

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Legal Description: _____
Total Square footage of building: _____ **Square footage of unit:** _____
Valuation of Sign: _____
Sign: Width _____ x Height _____ = _____ Total Square Feet
Wall: Width _____ x Height _____ = _____ Total Square Feet
Letter Height(s): _____
Sign Height: _____
Sign Location (building elevation): _____
Number of Signs Existing on this Elevation: _____
Other Existing Business Signs on this Elevation: _____
Sign Materials: _____
Illumination Type: _____

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Signature: _____ **Date:** _____
Print Name: _____

(Please email completed application and materials to planningtechs@windsorgov.com)

Office Use Only		
ZONING:	TENANT CLASS. (SEC 16-2-20):	% OF ELEVATION AREA:
SUBAREA:	SQ.FT. OF BUILDING:	% OF BUILDING HEIGHT:
SIGN CRITERIA:	TOTAL SIGN AREA:	LANDLORD APPROVAL:
STREET CLASS.:	TOTAL SIGN HEIGHT:	REVIEWER:



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SIGN PERMIT STEPS:

1. Submit a sign permit application through Planning. Some signs will require a building permit for any electrical or structural elements. Note: The building permit can include both the structural and electrical elements.
 - A. *Freestanding (Monument) Sign.*

Any new freestanding (monument) sign will need the foundation designed by a Colorado licensed engineer, and the electrical for the sign also needs to be included on the permit if the sign will be illuminated.
 - B. *Wall Sign.*

Any new wall sign with electric will need an electrical permit.
Any projecting sign (extending beyond the building's façade/supported by building) will need a building permit.

NEW COMMERCIAL WORK

The State Board of Architects requires stamped drawings (see state requirements below) for any new commercial work, and the Town follows the State requirement. Minor alterations to existing installations do not require a stamped drawing as long as new structural elements are not being installed.

The requirement for stamped plans to be submitted is from the State Board of Architects.
SEALING DOCUMENTS

FAQ: Must all plans or plats, specifications and reports contain an architect's, professional engineer's or professional land surveyor's seal and signature?

- Only final documents – those which have been finalized, are ready for submittal for permit review, or for construction – are required to be signed and stamped.
- They must also include the date on which they are signed and stamped.
- Sealed documents that are not final, such as drafts, preliminary documents, work-in-progress documents, or building department review documents, must be identified as preliminary. Additional descriptors, such as "preliminary," "for plan check only," or "not for construction" are acceptable. [Board Rules 5.1, 6.1, and 7.1]

DRAWING AND ELEVATION EXAMPLE

