



# FREESTANDING 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

**1 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  
*\*Total height of sign is measured from average finished grade to the top of the sign, including the monument base, and the height and width of the monument base portion of the sign*

\_\_\_ Attached landscape plan and site plan must show the location of the sign on the lot, including:

- distance from the sign to each property line;
- all existing easements;
- length of all street frontages between property lines;
- street names; and
- approximate location of existing freestanding signs along street

\_\_\_ For a proposed Electronic Message Center, please review Sec. 16-9-60 of the Municipal Code  
*\*Include notes on the sign drawing to reflect the criteria in this section*

**2 APPLICANT (sign company):**

Name: \_\_\_\_\_ of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**BUSINESS (location of sign):**

Do you have a business License: \_\_\_\_\_ Business License #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**3 Legal Description:** \_\_\_\_\_

Total Square footage of building: \_\_\_\_\_ Square footage of unit: \_\_\_\_\_

Valuation of Sign: \_\_\_\_\_

Sign: Width \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ Total Square Feet

Monument: Width \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ Total Square Feet

Letter Height(s): \_\_\_\_\_ Total Sign Height: \_\_\_\_\_

Number of Adjacent Signs Existing on this Street Frontage: \_\_\_\_\_

Sign Materials: \_\_\_\_\_ Illumination Type: \_\_\_\_\_

Monument Materials: \_\_\_\_\_

Sign Distances from Property Line(s): N \_\_\_\_\_ E \_\_\_\_\_ S \_\_\_\_\_ W \_\_\_\_\_

**4 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

(Please email completed application and materials to [planningtechs@windsorgov.com](mailto:planningtechs@windsorgov.com))

Office Use Only		
ZONING:	MONUMENT HEIGHT:	LANDSCAPING:
SUBAREA:	SQ.FT. OF BUILDING:	TOTAL LETTER HEIGHT(S):
STREET CLASS.:	TOTAL SIGN HEIGHT:	LANDLORD APPROVAL:
TENANT CLASS. (SEC 16-2-20):	STREET FRONTAGE LENGTH:	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]

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**DRAWING AND SITE PLAN EXAMPLE**

