



DATE: \_\_\_\_\_

PERMIT # \_\_\_\_\_

### SIGN PERMIT APPLICATION

NEW SIGN \_\_\_\_\_

FACE CHANGE \_\_\_\_\_

MONUMENT SIGN \_\_\_\_\_

ILLUMINATED SIGN \_\_\_\_\_

ADDRESS OF JOB: \_\_\_\_\_ SUITE #: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Sign Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax # or email: \_\_\_\_\_

**ELECTRICAL CONTRACTOR BUSINESS NAME** \_\_\_\_\_

**Total square footage of EXISTING SIGN(S) on-site signage** \_\_\_\_\_ **sq. ft.**

TYPE OF SIGN (S) AND NUMBER OF EACH – Ground \_\_\_\_\_ Wall \_\_\_\_\_

Window \_\_\_\_\_ Other \_\_\_\_\_

**Total square footage of PROPOSED SIGN(S):** \_\_\_\_\_ **sq. ft.**

TYPE OF SIGN (S) AND NUMBER OF EACH – Ground \_\_\_\_\_ Wall \_\_\_\_\_

Window \_\_\_\_\_ Other \_\_\_\_\_

**ELECTRICAL COST: \$** \_\_\_\_\_

**TOTAL COST OF PROPOSED SIGN(S), INCLUDING INSTALLATION: \$** \_\_\_\_\_

*Please include the following information with this application:*

Site Plan

Drawings/Elevations

Zoning Approval: Approved \_\_\_\_\_ or Denied \_\_\_\_\_ Date \_\_\_\_\_

**SEE REVERSE SIDE FOR ADDITIONAL SIGN REQUIREMENTS**

## Sign Permit Requirements

No person, firm or corporation shall erect, construct, enlarge, alter, repair, move, improve, convert or demolish any sign in the City, or cause the same to be done, without first obtaining a separate building permit for each such sign, pursuant to the building code of the City, subject to the exceptions contained herein.

In addition to the information required to be contained by the building code of the City, each application for a sign permit shall also contain or be accompanied by the following information:

1. Name and address of owner of the sign.
  
2. Name and address of owner of the premises where the sign is located or to be located.
  
3. Name and address of person entitled to possession of premises where sign is located or to be located.
  
4. Plot plan definitely showing the location of the sign which is the subject of the permit and all other existing signs on the same premises.
  
5. Plans showing the dimensions, supports, sizes and materials of sign.
  
6. Statement of valuation of all materials and labor incorporated in sign.

\* On Single Use Lots: Any permit for more than 32 square feet, requires linear street frontage on sign permit application. Street frontage must be contiguous.

\* Shopping Center Signage: Any permit for more than 50 square feet requires linear building frontage and gross floor area. Building frontage must be contiguous.

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*SEE REVERSE SIDE FOR SIGN PERMIT APPLICATION AND ADDITIONAL SIGN PERMIT REQUIREMENTS*

*SECTION 4-3-3-4 OF THE CITY OF LITTLETON CODE*