



## Sign Permit Application

\*All sections are required to be typed or legibly printed in ink.

Contact Information	
Applicant	Phone #
Address	Email
City	State Zip
Property Owner	Phone #
Address	Email
City	State Zip
Parcel #	Legal Description

### Contractor Information (Contractors must be licensed with the City of Fort Lupton)

General Contractor:	Phone #
Building Contractor:	Phone #
Electrical Contractor:	Phone #

### Sign Information (Check all that apply)

<input type="checkbox"/> Permanent/Wall Sign <input type="checkbox"/> Monument/Free Standing <input type="checkbox"/> Face plate exchange <input type="checkbox"/> Special Event (8 weeks per event) <input type="checkbox"/> Temporary Sign (60 days maximum) <input type="checkbox"/> Two sided sign <input type="checkbox"/> Internally lighted <input type="checkbox"/> Not lighted <input type="checkbox"/> Vinyl Banner <input type="checkbox"/> Vinyl with 2 posts <input type="checkbox"/> Metallic Posts <input type="checkbox"/> Externally lighted <input type="checkbox"/> Mounted to the building <input type="checkbox"/> Marquee/projection <b>Use this section for special events, temporary</b> Date(s): from _____ to _____ <input type="checkbox"/> Times: _____am/pm to _____am/pm	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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## The following documents shall be required for permit application and review:

- Digital submittal – flash drive, emailed, uploaded online
- Signed waiver from the property owner and/or CDOT
- 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.*

## Additional Sign Resources & Valuation/Fees

SIGHT TRIANGLE(S) SEC 16-102		"B" (Distance in feet)						SIGHT TRIANGLE EXAMPLE
"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:**

VALUATIONS:	FEES	INSPECTION(S)
MATERIAL COSTS \$ _____	BUILDING PERMIT FEES \$ _____	<input type="checkbox"/> ROUGH ELECTRICAL <input type="checkbox"/> ROUGH FRAME <input type="checkbox"/> FINAL ELECTRICAL <input type="checkbox"/> FINAL BUILDING
LABOR COSTS \$ _____	PLAN REVIEW FEES \$ _____	
ELECTRICAL COSTS \$ _____	USE TAX \$ _____	
TOTAL VALUE \$ _____	TOTAL \$ _____	

**\*\*The value of construction shall include the prevailing fair market value of all labor, materials & equipment, whether actually paid or not, as well as all finished work. The Building Official shall make the final determination of the value of construction as specified in Section R108.3 of the International Building Code\*\***

## Applicant Signature and Acknowledgement

Any work performed prior to obtaining a building permit may be subject to double fees.

I/we agree to perform the work described herein in accordance with the plans and/or specifications submitted. All work done shall be in compliance with all applicable codes and regulations of the City of Fort Lupton. I/we agree that no work should be initiated without this application being approved. Any violation of applicable codes and regulations can cause revocation of this permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_