



## **Sign Permit Checklist Form**

### **Complete Application including:**

- Original Signature from Property Owner/Management Company
- Type and style of sign
- Sign mounting description
- Value of the sign
- Will a temporary banner be needed?
- Is the sign associated with a new building or project?
- Will there be any underground work or electrical alteration?

### **Sign Detail Sheet(s) that include:**

- Graphics of the sign drawn to scale and in color
- Elevation of the building and/or the freestanding sign(s)
- Electrical connection, sign mounting and trenching details
- Section Sign(s) installation instructions, see 2008 NEC changes (attached)

### **Application Review Fee:**

- New Sign:
  - Application fee: **\$75.00 per sign** (non-refundable)
  - Additional permitting fees subject to fee calculations
- Planned Sign Program (PSP) **\$200.00**
- PSP Amendment **\$75.00**
- Face Change **\$35.00**

**Approved Site Plan showing all easements** (if applicable)

**Engineered footing drawings for freestanding signs**

**Narrative of project for Planned Sign Programs**

**All information on this sheet must be completed or applications will NOT be accepted.**

Contact Information:

Community Development Department, Development Review Division  
20120 E. Mainstreet, Parker, CO 80138  
303.841.2332; Fax 303.841.3223



Town of  
**Parker** COLORADO™

20120 East Mainstreet, Parker, CO 80138

# Sign Permit Application

Phone: 303/841.2332

Fax: 303/841.3223

Website: [www.parkeronline.org](http://www.parkeronline.org)

**Name of Business:** \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Shopping Center of Subdivision: \_\_\_\_\_ Business Owner: \_\_\_\_\_

The contractor and owner accept full responsibility for all work done under this permit and agree to comply with the Town of Parker Sign Code and all applicable ordinances. I acknowledge receipt of, or have accessed online at [www.parkeronline.org](http://www.parkeronline.org), the Town of Parker Sign Code.

**Business Owner Signature:** \_\_\_\_\_

**Sign Company:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_ Company: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Property Owner or Management Company:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I authorize the business noted above to apply for a sign permit through the Town of Parker.

**Signature:** \_\_\_\_\_

***\*\*An original signature or letter from the property owner or management company is required\*\****

**Valuation of Project (i.e. – price of the signs and installation):** \$ \_\_\_\_\_

Is this associated with a new building or project? Yes  No

Is a temporary banner needed while waiting for the permanent sign? Yes  No

**For office use only---Community Development Department & Building Department**

Application fees:	Number of signs	Fee	Total
New or relocated walls signs:	_____	x\$75 =	_____
Sign face change for wall or freestanding sign:	_____	x\$35 =	_____
New freestanding sign:	_____	x\$75 =	_____
Planning sign program:	_____	\$200 =	_____
Planned sign program amendment:	_____	\$75 =	_____
<b>Total application fees:</b>			_____
<b>Building review, inspection and use tax fees:</b>			_____
Building reviewed by: _____	Date: _____	Sign permit #: _____	
Planning reviewed by: _____	Date: _____	Banner permit #: _____	
Comments: _____	Planned sign program #: _____		

# Sign Details

**Sign #** \_\_\_\_\_

Planned Sign Program:  YES  NO

Sign Type:  Wall  Freestanding  Face Change  
 Single Face  Double Face  Sectional

Illumination:  Internal  LED  None  
 External  Exposed Neon  Underground

Elevation: N E S W

Square Footage: \_\_\_\_\_

Type of wall (wall frame make-up) sign will be attached to:  
 \_\_\_\_\_

Weight of individual letter or weight of box sign:  
 \_\_\_\_\_

Exact size, type and quantity of attachment devices:  
 \_\_\_\_\_

*Freestanding signs require engineered footing plans of caissons!*

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**2011 NEC Electric Signs & Outline Lighting**  
*(What you need to know to get a sign permit and pass inspection)*

**1. Section Signs**

- a) A section sign is shipped as sub assemblies **and requires field wiring** to complete the overall sign. The changes **do not pertain** to can signs, face-changes, or other pre-fabricated, unlit or pre-wired signs.
- b) The Manufacturer's Installation Instructions shall be:
  - Evaluated at the time of sign permit submittal, prior to issuance of a permit, and
  - Both of the nationally recognized installation and laboratory testing stickers be visible on the sign for the building and electrical inspection.

**2. Sign Disconnect location**

- a) Sign disconnects not located within sight of the sign need to have a **disconnect capable of being locked in the open position** at the switch or circuit breaker. Portable locking mechanisms intended for temporary functions are **not acceptable**.
  - b) Controllers for signs (i.e.; time clock) located external to the sign need to have a disconnect located within sight of the controller. **The disconnect or circuit breaker needs to be capable of being locked in the open position.** Portable locking mechanisms intended for temporary functions are **not acceptable**.
  - c) If applicable, a separate electrical permit from the Town of Parker will be required.
- \* Applicants replacing existing signs are exempt from these requirements, as the changes affect signs **on new buildings or a new sign in a new location on an existing building**.

**3. Light & switch required**

- a) All new buildings **and** existing buildings where the signs ballast, transformer, or electric powers supply are relocated into an attic or soffit will require a light and switch in these spaces. The switch shall be located at the point of entry and the light shall be located at or near the equipment requiring servicing. A suspended ceiling is not considered an attic or soffit.
- b) If applicable, a separate electrical permit from the Town of Parker will be required.



## **WALL SIGN AREA CALCULATION SHEET**

Wall sign and projecting sign area are calculated in one of two ways; either by building elevation linear footage (1 or 2) or building lease area (3), whichever allows for the greatest amount of sign square footage, not to exceed 150 s.f. per side and 450 s.f. in total area. If there is a Planned Sign Program (PSP) in effect for your property, use the approved signage calculations of the approved PSP, **not** this worksheet. Otherwise, use the appropriate formula below.

**1. Use this formula if: Building frontage (any eligible elevation) is under 75 linear feet**

Total building (tenant) frontage of side that sign is located on	_____
Less Thirty (30) feet	- <u>    30</u>
Remainder	=     _____
1 s.f. for each linear foot of public building frontage	÷ <u>    1</u>
Subtotal	=     _____
	+ <u>    30</u>
Total wall sign area	_____

**2. Use this formula if: Building frontage (any eligible elevation) is over 75 linear feet**

Total building (tenant) frontage of side that sign is located on	_____
Less seventy-five (75) feet	- <u>    75</u>
Remainder	=     _____
1 s.f. for each 2.5 linear feet of public building frontage	÷ <u>    2.5</u>
Subtotal	=     _____
	+ <u>    75</u>
Total wall sign area	=     _____

**3. Building area calculation**

Building lease area	_____
Less 900 s.f.	- <u>   900</u>
Remainder	=     _____
1 s.f. for each 200 s.f. of area	÷ <u>   200</u>
Result	=     _____
Add 30 s.f.	+ <u>    30</u>
Total wall sign area	=     _____

*\* All businesses are permitted a minimum of thirty (30) s.f. of wall sign area*