



Wall Sign Permit Checklist Form

Complete Application including:

- Property Owner/Management Company Approval
- 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 2011 NEC (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)

Narrative of project for Planned Sign Programs

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

Contact Information:

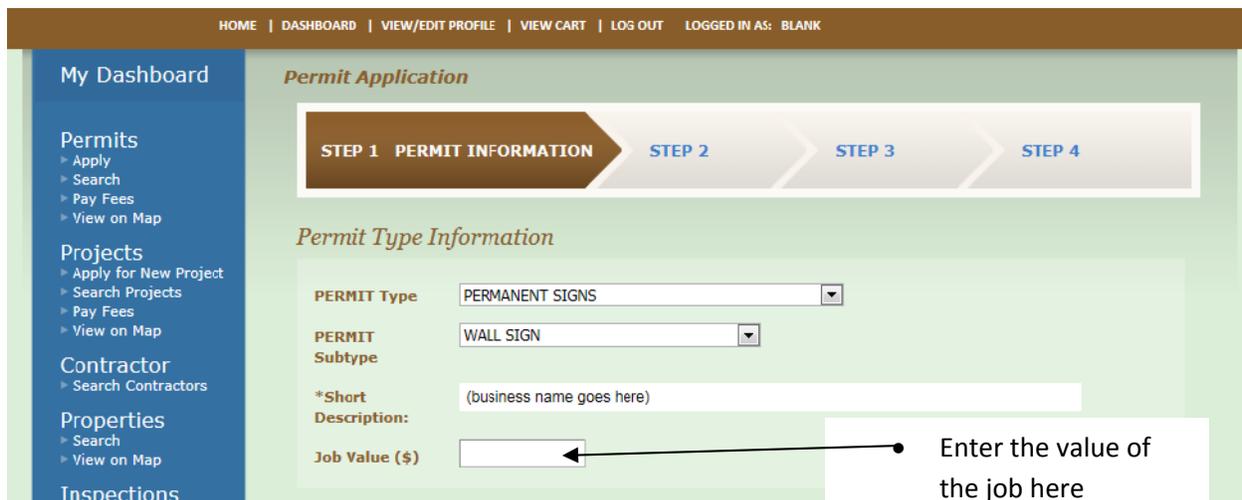
Community Development Department, Development Review Division
20120 E. Mainstreet, Parker, CO 80138
303.841.2332; Fax 303.841.3223

Wall Sign Online Permit Submittal

Once you have gathered the documents on the permit checklist please proceed to the online permit submittal system. If you are a sign contractor and do not have an account set up for TRAKiT please call (303) 841-2332 for assistance. If you are a business owner please click on “Setup an Account” and create a username and password.

Once you are logged in click on “Apply” under permits. You must agree to the terms and conditions to proceed.

Complete the **Permit Type Information** section as follows:



The screenshot shows the TRAKiT permit application interface. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BLANK. On the left, there is a 'My Dashboard' sidebar with categories: Permits (Apply, Search, Pay Fees, View on Map), Projects (Apply for New Project, Search Projects, Pay Fees, View on Map), Contractor (Search Contractors), Properties (Search, View on Map), and Inspections. The main content area is titled 'Permit Application' and features a progress bar with four steps: STEP 1 PERMIT INFORMATION (highlighted), STEP 2, STEP 3, and STEP 4. Below the progress bar is the 'Permit Type Information' section, which includes the following fields:

- PERMIT Type:** A dropdown menu with 'PERMANENT SIGNS' selected.
- PERMIT Subtype:** A dropdown menu with 'WALL SIGN' selected.
- *Short Description:** A text input field containing '(business name goes here)'.
- Job Value (\$):** An empty text input field.

An arrow points from the 'Job Value (\$)' field to a callout box that says 'Enter the value of the job here'.

Proceed to fill out the additional information section. In this section, you will enter the details for each of the wall signs. Please enter numbers only into the weight, height and square footage fields (no lbs., ft., etc.).

The **Additional Information** section should be filled out as follows:

The image shows a screenshot of a web application interface. On the left is a blue sidebar with navigation links: Inspections (Schedule, Cancel, View on Map, Scheduled), Licenses (Apply for New Licenses, Search Licenses, Pay Fees), Violations (Search, View on Map), Report an Issue (Report Issue, Search Issues, View on Map), Map (View Map, Locate My Address), and Shopping Cart (Pay All Fees). The main content area is titled 'Additional Information' and contains a form with the following fields: NUMBER OF SIGNS: (text input), PLANNED SIGN PROGRAM: (checkbox), VALUATION: (text input), TEMP FREE BANNER USED: (checkbox), SHOPPING CENTER: (text input), HEIGHT 1: (text input), SQUARE FOOTAGE 1: (text input), ILLUMINATION 1: (dropdown menu), SETBACK 1: (text input), ELEVATION 1: (checkbox), SIGN METHOD 1: (dropdown menu), TYPE OF BUILDING WALL 1: (text input), WEIGHT OF SIGN 1: (text input), TYPE OF ATTACHMENT 1: (text input), SIZE OF ATTACHMENT 1: (text input), QUANTITY OF ATTACHMENT 1: (text input), and HEIGHT 2: (text input). On the right side, there is a list of instructions with arrows pointing to the corresponding form fields.

- Enter the number of wall signs here
- If the building is part of a Planned Sign Program choose yes. If you aren't sure leave it blank
- Enter the value of the job here
- If you will be installing a temporary banner to use until your sign is installed choose yes. Otherwise, choose no
- Enter shopping center name here. If you aren't sure leave it blank
- Calculate square footage of the sign
- Choose the most appropriate type of illumination
- Select the elevation
- Select Single Face
- Enter information about the type of wall the sign will be mounted on
- Enter weight of sign or cabinet
- Enter type, size and quantity of attachment devices
- If you have more than one sign repeat for additional signage otherwise scroll down to the location box

Once you have entered all of the information for each sign applied for scroll down to the location box to enter the project address.

Enter in the location information.

The screenshot shows a web form with three main sections: **Location**, **Your Relation to this Permit**, and **Attachments**. In the **Location** section, there is a text input field containing '10645' and a 'SEARCH' button. Below it is a dropdown menu with a list of addresses starting with '10645'. In the **Your Relation to this Permit** section, there are two checkboxes: 'Property Owner' (unchecked) and 'Contractor' (checked). In the **Attachments** section, there are two text input fields labeled 'Filename' and 'Description', a 'Select' button, and an 'UPLOAD' button. At the bottom of the form are 'CANCEL' and 'NEXT STEP' buttons. Annotations with arrows point to the 'SEARCH' button, the dropdown menu, the 'Contractor' checkbox, and the 'Select' button. Text boxes provide instructions for each of these elements.

Location

Enter part or all of your address and press search

10645 SEARCH

Select address below

- 10645 BEAR CLAW AVE
- 10645 BEAR CLAW AVE
- 10645 CLARKEVILLE WAY
- 10645 CLARKEVILLE WAY
- 10645 COTTONEASTER WAY
- 10645 COTTONEASTER WAY
- 10645 LADERA PT
- 10645 OAKMOOR CT
- 10645 OAKMOOR CT

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename Select

Description

UPLOAD

CANCEL NEXT STEP

Type in the street numbers only then click search to choose the address

If you are not the property owner or contractor leave these boxes unchecked

Click select to upload the letter of authorization and sign drawings. Navigate to where the files are saved then click on upload

Click on next step to progress to the next page. Verify applicant information is correct then scroll down and click on next step.

Verify permit information is correct then click on next step once again to submit the permit.

You will see a permit number (SGN14-00078) once the permit has been successfully submitted.

Click on My Dashboard at the top left of the screen and the permit will show up under active permits.

The permit will now be reviewed by Town staff and you will receive an email when the permit has been approved. Once you receive the email please log back in to TRAKiT and pay for your permit.



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*



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.



Letter of Authorization from Property Owner

Date _____

Community Development Director
Community Development Department
Town of Parker
20120 East Mainstreet
Parker, CO 80138

Regarding: Property Owner/Manager Letter of Authorization
Name of Business: _____

I, _____, hereby certify that I am the legal owner of record of the property/property management company for the submitted application and do hereby authorize, _____ to install the permitted sign.

I understand that in the review of this application, by providing this authorization, I will allow Town of Parker Staff to enter the subject property for purposes of evaluating this sign permit request, as the specifics of this application may require.

Signature of Property Owner

Name: _____
Address: _____

Phone Number: _____