

## Wall Sign Permit Checklist Form

**A Wall Sign Permit is required via our eTRAKiT online Permit/Registry system. (SIGNS – PERMANENT - Wall)**

**Complete online application including:**

- ✓ Business name (enter in *Description* field in eTRAKiT)
- ✓ Business address
- ✓ Letter of Authorization from Property Owner/Management Company
- ✓ Type and style of sign
- ✓ Sign mounting description
- ✓ Project cost of sign or valuation
- ✓ 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, with all areas dimensioned
- ✓ Elevation of the building noting frontage of the unit in linear feet
- ✓ Electrical connection, sign mounting and trenching details
- ✓ Section Sign(s) installation instructions, see 2017 NEC (attached)

**Application Review Fee:**

New Sign:      **\$75.00 per sign** (non-refundable)

**Note:** Additional permitting fees due after application are subject to fee calculations

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

**Once you have gathered the required documents please proceed to the eTRAKiT online Permit/Registry system. If you are a sign contractor and do not have an account set up for eTRAKiT 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.**

Contact Information:

Community Development Department, Development Review Division  
20120 E. Mainstreet, Parker, CO 80138  
303.841.2332; Fax 303.841.3228

**2017 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) All signs shall be:
  - marked to indicate field wiring
  - required to have installation instructions
- c) The nationally recognized testing laboratory identification shall be visible on the sign

**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.
- \* Face changes of 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.

# PERMANENT WALL SIGNS

for commercial properties in the Town of Parker



Any type of building sign that is applied or attached to an exterior wall of a building.

Building mounted signs are allowed on building frontages that: (1) face a street; (2) face a parking lot; or (3) contain the primary public entrance.

Frontage is determined by measuring the business's exterior wall frontage (wall length).

## Key Facts

- ✓ Requires Sign Permit and Sign Permit Fees.
- ✓ All businesses are permitted a minimum of 30 square feet of wall sign area.
- ✓ Additional wall sign area is calculated using one of the following:

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	- 30
Remainder	= _____
1 s.f. for each linear foot of public building frontage	÷ 1
Subtotal	= _____
	+ 30
<b>Total wall sign area</b>	_____

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	- 75
Remainder	= _____
1 s.f. for each 2.5 linear feet of public building frontage	÷ 2.5
Subtotal	= _____
	+ 75
<b>Total wall sign area</b>	_____

OR 3. Building area calculation:

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



This is intended as a quick reference, please see Section 13.09 of the Parker Land Development Ordinance for more information.

For more information on the Parker Sign Code, visit [www.ParkerOnline.org/SignCode](http://www.ParkerOnline.org/SignCode) or call 303.841.2332.