

## **Window Sign Permit Checklist Form**

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

**Complete online application including:**

- ✓ Letter of Authorization from Property Owner/Management Company
- ✓ Dimensions of each proposed window sign
- ✓ Building Elevation showing windows (must have window dimensions)
- ✓ Building Elevation showing proposed location of window signs (photographs acceptable)

***\*\*\*Proposed window signs may not exceed 25% of window area to which it is affixed***

- Window Sign Detail Sheet(s) that include:**

- ✓ Graphics of the sign(s) ***drawn to scale*** and in color.

- Application Review Fee:**

\$10.00 for all proposed window signs

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

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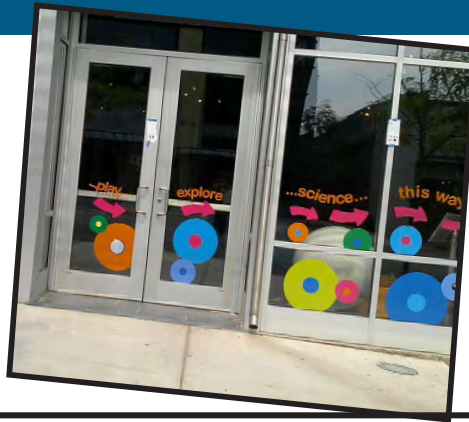
**Once you have gathered the required documents please proceed to the eTRAKiT online Permit/Registry system. If you are a sign contractor and do not have an account set up for eTRAKiT please call (303) 841-2332 for assistance. If you are a business owner please click on “Setup an Account” and create 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

# WINDOW SIGNS

in the Town of Parker



## Key Facts

- ✓ Requires Sign Permit
- ✓ Permit Fee Required
- ✓ Maximum Sign Size and Sign Area - Shall not exceed the lesser of:
  - \* 25% of the area of the window upon which such window signs are located; or
  - \* 150 square feet of the aggregate window sign area for any single occupant of a parcel
- ✓ Window signs under 6 square feet do not require a sign permit



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.