SIGN PERMIT APPLICATION

Planning & Building Department
1290 S. Public Road, Lafayette, Colorado 80026
303-665-5588 * Fax 303-665-2153
Email: planning@lafayetteco.gov

Please Print or Type

Location	PROJECT ADDRESS (Number and Street)				APPLICATION DATE
	LOT NUMBER	BLOCK	SUBDIVISION OR TRACT NAME		ZONING
Tenant/ Business Owner	CONTACT NAME		EMAIL	PHONE ( )	FAX ( )
	COMPANY NAME		MAILING ADDRESS (Street, City, Zip)		
Sign Contractor	COMPANY NAME		MAILING ADDRESS (Street, City, Zip)		
	CONTRACTOR TYPE		**LICENSE NUMBER**	PHONE ( )	FAX ( )
Property Owner/Mgr	As property owner/manager, I have reviewed and approve this sign request: NAME:				**PROJECT VALUATION** **$**
	SIGNATURE:			DATE:	**ELECTRICAL VALUATION** **$**

Sign Type

Check One:
- ☐ PERMANENT
- ☐ TEMPORARY
  - Begin Date: _____
  - End Date: _____

Check all that apply:

☐ WALL	☐ BANNER	☐ DOUBLE-FACED
☐ FREESTANDING	☐ ROOF	☐ TRIPLE-FACED OR MORE
☐ PROJECTING	☐ ELECTRICAL	☐ WINDOW
☐ MARQUEE	☐ SINGLE-FACED	☐ SIDEWALK SIGN

Project

DESCRIPTION:

Required Drawings

SITE PLAN REQUIREMENTS: SUBMIT A SCALED SITE PLAN DRAWING THAT INCLUDES THE FOLLOWING:

1. Property lines of the property the sign is to be located on.
2. Scale and north arrow.
3. Location of public streets, alleys, and driveways.
4. Location and dimensions of building(s) on the property.
5. Location of sign(s), existing and proposed.
6. Setbacks of signs from the property lines.

ELEVATION DRAWING REQUIREMENTS: FOR FREESTANDING SIGNS, SUBMIT ITEMS 1-4. FOR ALL OTHER SIGNS SUBMIT ALL OF THE FOLLOWING:

1. Dimension sign frame, sign base, including height, width, depth, (from grade for freestanding signs).
2. Text/figure design and dimensions of the copy/wording/verbiage.
3. Colors and materials of the sign (including frame, sign face, and base).
4. Indicate type of illumination/lighting to be used (direct/indirect/internal). Illuminated signs require permit and details for electrical work.
5. Building elevation, including dimensions of wall and existing signs.
6. Location of the sign on the building(s) or relative to the building(s).
7. Details of all connections, guy lines, supports, and footings.
8. Foundation plans are to be stamped by a licensed structural engineer.

Applicant

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law regulating construction or construction performance.

APPLICANT SIGNATURE	DATE

FOR OFFICE USE ONLY – FOR OFFICE USE ONLY – FOR OFFICE USE ONLY – FOR OFFICE USE ONLY – FOR OFFICE USE ONLY – FOR OFFICE USE ONLY

Building Frontage	_____ Ft.
Sign Height from Grade	_____ Ft.
Total Sign Area Allowed for Lot	_____ Sq. Ft.
Total Area of Existing Sign(s)	_____ Sq. Ft.
Proposed Sign Area	_____ Sq. Ft.
Area of Signage of Remaining	_____ Sq. Ft.

COMMENTS/SPECIAL CONDITIONS:

DATE RECEIVED	TEMP SIGN DISTRIBUTION	STAFF APPROVAL	INITIAL	DATE
	☐ Code	☐ Code	_____	_____
	☐ Planning	☐ Planning	_____	_____
	☐ LURA	☐ LURA	_____	_____
	☐ Building – Sec.	☐ Building	_____	_____
	☐ Code	☐ Other	_____	_____

FEE TYPE	**AMOUNT**
Building Permit Fee	$ _____
BOCO Use Tax	$ _____
City Use Tax	$ _____
Electrical Inspection	$ _____
Other	$ _____
TOTAL FEES	**$** _____