

# Sign Permit Application

Date: \_\_\_\_\_



Business Name \_\_\_\_\_

Address \_\_\_\_\_

Use \_\_\_\_\_ Tax Schedule No. \_\_\_\_\_

## Store Front Length

North \_\_\_\_\_ East \_\_\_\_\_

South \_\_\_\_\_ West \_\_\_\_\_

## Length of Property Frontage

## Propose Square Footage

North \_\_\_\_\_ East \_\_\_\_\_

South \_\_\_\_\_ West \_\_\_\_\_

## Existing Square Footage

North \_\_\_\_\_ East \_\_\_\_\_

South \_\_\_\_\_ West \_\_\_\_\_

## EMC Square Footage

## Contact Information

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Type of License \_\_\_\_\_

Contractor ID# \_\_\_\_\_

## Type(s) of Sign:

Freestanding  Directional  Menu Board  
 Directory  Monument  EMC

A SCALED SITE PLAN MUST ACCOMPANY ANY OF THE PREVIOUS TYPES OF SIGN APPLICATIONS

Wall Signs  
 Awning/Canopy as Wall Sign (Projects 24" or Less)  
 Awnings  Banners  
 Projecting (More than 12")  
 Illuminated  Non-Illuminated  
 Painted

## Elevation Drawing

Please indicate storefront length and placement of signs

## Sign Plan

Please Include Dimensions and Sign Copy

## Inspector Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FEE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

## SIGN PLAN SUBMITTAL INFORMATION

The following is the policy of Planning & Development at the City of Colorado Springs regarding application for signage. Three (3) copies of this sign application and all attachments are required for submittal. The first submittal will be reviewed within five (5) working days. Subsequent resubmittals will be reviewed within five (5) days of re-submittal.

**Sign Plans** must be filled out completely. Incomplete sign plans or plans not legible will be denied. Plans shall contain the following information:

- Business name, address, suite number, zone and tax schedule number where the business is located.
- Identify the storefront length, the length of the property frontage, the size of the proposed sign and the square footage of existing signage and the total square footage allowed. Please include any other pertinent information such as existing signage that is to be removed within the comment section.
- The cost of the materials and labor of the project for valuation.
- Contractor and salesman or contact name, address, phone number, type of license and contractor ID
- Vicinity Map; used only to show general location of the business in relation to the closest street intersections
- Elevation Drawings shall include the placement of the sign on the building. The height of the sign is required for roof signs and projecting signs.
- Check type of sign i.e. wall sign, awning sign, freestanding sign or EMC, etc. Please check whether the sign is illuminated, non-illuminated or painted. Only contractors with a D5-A license or general contractor with an A license may install illuminated signs or any signs over 20' in height. Non-illuminated signs may be installed by contractors with a D5-B license or by general contractor with an A, B or C license.
- Sign plans shall include the height and dimensions of the sign, the sign copy and the method of attachment including footing and pipe sizes where appropriate. Please draw the sign as it is to be built including artwork, lighting and neon.
- Specifications on illumination for EMC's shall include the manufacturer's specifications, nit rating and the method of dimming.

Scaled site plans shall include the location of the property including its relation to major streets, placement of the building on the property and location of the sign in relation to the building. This plan shall include the distance from the sign to the property lines, relationship of the sign to the existing landscaping, relationship of the sign to the street intersection(s) and/or driveway(s), visibility triangles and location of the sign in relation to parking lots and pedestrian walkways.

Sign plans will not be approved for new signs where illegal signs exist at the subject address or property or which pertain to or are associated with the subject address or property.

After receiving Development Review Enterprise approval and paying the appropriate review fees, all new signs (with the exception of banners, certain temporary signs and signs that are directly painted on a wall or window) will require a permit from the Pikes Peak Regional Building Department. All permitted signs must be installed by a sign company or a general contractor that is licensed in the City of Colorado Springs. The applicant is responsible for meeting all applicable State and local Codes that are not addressed by the Development Review Enterprise office.

This application is void for any signs not installed within sixty (60) days of the Development Review Enterprise approval.

Zoning and sign ordinances are available on the City website at the following link: [www.coloradosprings.gov/planninginfo](http://www.coloradosprings.gov/planninginfo).

### **Banner applications:**

Banners are allowed for a maximum of ninety (90) days within a calendar year. Banners must be kept in good condition and remain firmly attached to the building. Banners are prohibited on fences, walls or within landscape areas.

For commercial zones, banners are not to exceed .75 square foot area for each linear foot of exterior wall for single story buildings or 5% of the elevation for multi-story buildings. The banner must be placed on the side of the building from which it draws its allowed square footage. For residential zones, banners are allowed up to .20 square feet for each linear foot of property line. There must be at least four (4) dwelling units for a residential property to be approved for a banner. Be sure to include starting and ending dates for the banner on the front of the application. See Section 7.4.409.E in the Code of the City of Colorado Springs for additional criteria and information.

For questions or additional information on allowable signage, contact Kurt Schmitt at the Development Review Enterprise at (719) 385-5072 or at [kschmitt@springsgov.com](mailto:kschmitt@springsgov.com). The Development Review Enterprise office is open Monday through Friday from 8:00 am to 12:00 noon and 1:00 pm to 4:00 pm.