

Sign Permit Application

Date: _____



Business Name	
Address	
Use	Tax Schedule No.

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

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

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 INSTRUCTIONS

The following is the policy of the City of Colorado Springs Development Unit regarding applications for signage:

Three copies of the sign application and all attachments are required for submittal.

The first submittal will be reviewed within five working days. Subsequent resubmittals will be reviewed within five 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, 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 in the comment section.
- The cost of materials and labor of the project for valuation.
- Contractor and salesman or contact name, address, phone number, type of license and contractor I.D.
- Vicinity Map – Used only to show general location of the business in relation to 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 EMCs shall include the manufacturer's specifications, nit rating and the method of dimming.

Scaled site plans shall include 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 distance from sign to property lines, relationship of sign to existing landscaping, relationship of sign to street intersection or driveway, 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 which pertain to or are associated with the subject address.

After receiving Development Review approval and paying the 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 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 Office.

This application is void for any signs not installed within 60 days of Development Review approval.

Zoning and sign ordinances are available on the City web-site (www.springsgov.com) or by clicking on the following link: [Sign Ordinance](#).

If you have any questions, please call the Development Review Office at 719-385-5982 Monday through Friday between 7:30 a.m. – 12:00 p.m. and 1:00 p.m. – 4:30 p.m.

Banner Applications:

Banners are allowed for a maximum period of 90 days. Banners must be kept in good repair and remain firmly attached to the building. They are not allowed on fences.

For commercial zones, banners are not to exceed .75 square feet of area for each linear foot of exterior wall for single story building 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 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 Code Section 7.4.409(E) for additional criteria.