



Glenwood Springs Community Development Dept.
 101 W 8th Street
 Glenwood Springs, CO 81601
 970-384-6411
<http://www.cogs.us>

Date Received	
Permit No	
Date Issued	

Sign Permit Application

Project Location

Project Address (Number & Street)

Property Owner Information

Owner Name		Primary Phone #	
Street Address			
City	State	Zip Code	Email Address

Tenant Information

Business Name:		Business Phone #	
Business Contact Name:		Contact Phone #	
Street Address		<input type="checkbox"/> Multitenant <input type="checkbox"/> Single Tenant	
City	State	Zip Code	Email Address

Contractor Information

Contractor's Name		Primary Phone #	
Street Address			
City	State	Zip Code	Email Address
Glenwood Springs Contractor's License Number:			

Sign Description (check all that apply)

Type-Attached	Type-Freestanding
<input type="checkbox"/> Wall	<input type="checkbox"/> Monument
<input type="checkbox"/> Projecting	<input type="checkbox"/> Pole
<input type="checkbox"/> Roof	<input type="checkbox"/> Electronic Message
<input type="checkbox"/> Awning, canopy, marquee	<input type="checkbox"/> Portable
<input type="checkbox"/> Suspended	<input type="checkbox"/> Other

Illumination

Will the sign(s) be illuminated?	Yes	No
External *		
Internal		
Is the sign located within 300 feet of a lot within a residential zoning district?	Yes	No
If this is a pole sign located adjacent to Highway 6 or 82, will the face be oriented away from the highway?		
*Electronic message complete attached certification of compliance		

Required for Submittal

Scaled site plan that includes the following information		Completed
<input type="checkbox"/>	North arrow and scale of drawing.	<input type="checkbox"/>
<input type="checkbox"/>	Property lines of the property where the sign is to be located	<input type="checkbox"/>
<input type="checkbox"/>	Dimension all property boundaries	<input type="checkbox"/>
<input type="checkbox"/>	Public streets, alleys and driveways	<input type="checkbox"/>
<input type="checkbox"/>	Dimensions of buildings on the property	<input type="checkbox"/>
<input type="checkbox"/>	Location of signs, existing and proposed	<input type="checkbox"/>
Sign Details-All sign types		
<input type="checkbox"/>	Dimension of sign and sign base including square footage, height, width, and depth. Height for freestanding signs is measured from existing grade. Square Footage: _____ Height: _____ Width: _____ Depth: _____	<input type="checkbox"/>
<input type="checkbox"/>	Text/figure design and letter dimensions of the copy/wording. Text/Wording: _____	<input type="checkbox"/>
<input type="checkbox"/>	Colors and materials of the sign including frame, sign face, letters, and base. Materials: _____	<input type="checkbox"/>
<input type="checkbox"/>	Note type of illumination. Illuminated signs require state electrical permit.	<input type="checkbox"/>
<input type="checkbox"/>	Sign foundation details (for freestanding signs) and sign connection details. Note sign foundation plans must be stamped by a Colorado-licensed structural engineer.	<input type="checkbox"/>

Sign Details-Attached Signs		
	<i>ALL OF THE ABOVE INFORMATION</i> Height from ground/sidewalk/alley to base of sign Height: _____	<input type="checkbox"/>
Sign Details – Freestanding		
	<i>ALL OF THE ABOVE INFORMATION</i> Setbacks of sign from the property line and from the curb of the nearest public street. Setback: _____	<input type="checkbox"/>
	From existing grade (ground), height of sign: Height: _____	<input type="checkbox"/>
	Distance from other Freestanding signs: Distance: _____	<input type="checkbox"/>

Sign Construction

Cost of Materials	Cost of Labor

Certification

I certify that the information provided is correct and agree to construct the sign in accordance with the plans and specifications submitted herein.	
Applicant (print name)	Owner (print name)
Applicant signature Date: _____	Owner signature Date: _____
Planning Department Approval Date: _____	Building Department Approval Date: _____

Permit Conditions

	The sign shall be constructed in accordance with this sign permit, plans and specifications, and with conditions of approval.
	Work shall not commence until the sign permit has been issued and all fees have been paid.
	The applicant shall notify the Building Department at least 24 hours prior to requesting an inspection of the sign foundation and the final inspection.
	Applicant shall submit a Right of Way permit if any work will occur within the public right-of-way. Contact the Engineering Department at 970-384-6435 at least 5 business days prior to commencement of work.

Office use only

Use Tax (3.7% on cost of materials only)	Sign Permit Fee	Total
		Due at time of permit issuance