



City of Fort Collins Sign Permit Application

Address _____ Valuation _____ Permit # _____
 Business Name _____ Date _____

SIGNS TO BE REMOVED OR NAME OF PREVIOUS TENANT (IF ANY):

TYPE	TEXT	DIMENSIONS	SIGN AREA	DIRECTION
_____	_____	_____	_____	N, S, E, W
_____	_____	_____	_____	N, S, E, W

SIGNS TO BE INSTALLED

FLUSH WALL SIGNS (specify cabinet (C) or individual letter (INDL))

TEXT	DIMENSIONS (H x W x D)	SIGN AREA	DIRECTION	ILLUMINATED
_____	_____	_____	N, S, E, W	YES / NO
_____	_____	_____	N, S, E, W	YES / NO
_____	_____	_____	N, S, E, W	YES / NO

NOTE: Height of raceway on individual letter signs cannot exceed 50% of the height of the letters

FREESTANDING/GROUND SIGNS

TEXT	DIMENSIONS	SIGN AREA	STREET TO WHICH SIGN IS ADJACENT
_____	_____	_____	_____
_____	_____	_____	_____

Answer the following for any freestanding or ground sign:

Maximum height above *adjacent street grade* _____. Setback from property line _____. Is the sign at least 15 ft. from the side lot lines? _____. Is there free air space between a height of 42 inches and 72 inches above grade? _____.

AWNING SIGNS Only sign graphics/lettering on awnings may be illuminated. Remainder of awning must be opaque.

TEXT	DIMENSIONS	SIGN AREA	DIRECTION	ILLUMINATION
_____	_____	_____	N, S, E, W	YES / NO
_____	_____	_____	N, S, E, W	YES / NO

OTHER SIGNS (projecting signs, windows signs, face changes, etc.)

TEXT	DIMENSIONS	SIGN AREA	DIRECTION	ILLUMINATION
_____	_____	_____	N, S, E, W	YES / NO
_____	_____	_____	N, S, E, W	YES / NO
_____	_____	_____	N, S, E, W	YES / NO

ALL SIGN PERMIT APPLICATIONS SHALL BE SUBMITTED WITH DETAILED DRAWINGS AND SITE PLANS, IF APPLICABLE, INDICATING DIMENSIONS AND LOCATION.

SIGN PERMITS MAY BE ISSUED TO LICENSED SIGN CONTRACTORS, PROPERTY OWNERS OR APPLICANTS WHO HAVE THE WRITTEN CONSENT OF THE OWNER.

Contractor/Owner/Representative Signature

Contractor Lic. #

Phone Number

Note: Additional space on back side if needed.

Check # _____

Tax: By Report or With Permit (circle one)

ADDITIONAL NEW SIGNS PROPOSED:

TYPE	TEXT	DIMENSIONS	SIGN AREA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR OFFICE USE ONLY

EXISTING SIGNS:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGN INSPECTED BY: _____ **DATE:** _____