



BUILDING DEPARTMENT

PERMANENT SIGN PERMIT

385 Kimbark Street, Longmont CO 80501
T 303-651-8332 F 303-651-8930
building.inspection@longmontcolorado.gov

Date of Application:		Permit #
Total Valuation:	Installation Costs:	Materials Cost:
Sign Location Address:		

<input type="checkbox"/> New Sign(s)	<input type="checkbox"/> Residential Zone
<input type="checkbox"/> Face Change (Only existing structures that meet current code)	<input type="checkbox"/> Non-residential & Mixed Use Zone
Architectural Control Committee/Landlord/Downtown Sign District Approval required? (If YES, written approval must be attached or application will not be approved)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Name of Business: _____
 Business Address: _____ Business Phone: _____
 Shopping Center or Subdivision: _____ Business Owner: _____
 Email: _____

Property Owner: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email: _____

Sign Contractor: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contact (Print): _____ Signature: _____
 Lic.# _____ Email: _____

Electrical Contractor: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Lic.#: _____ Email: _____
 Sign Voltage: _____

I agree to perform the work described in accordance with the plans and/or specifications submitted, and with all provisions of the Sign Code, Building Code and other applicable regulations of the City of Longmont. I will be responsible for determination of property lines at the location where any freestanding signs will be erected.

Applicant Name (Printed): _____ Applicant Signature: _____
 Email: _____

INTERNAL OFFICE USE ONLY

Building reviewed by: _____ Date: _____
 Code Enf reviewed by: _____ Date: _____
 Planning reviewed by: _____ Date: _____
 Approved for Issuance by: _____ Date: _____

Fees:

INDIVIDUAL SIGN DETAILS (use additional sheets as necessary) Permit# _____

Sign # _____ Side of property or wall _____

Sign Type: Freestanding Wall Blade Sign
 Projecting Awning Canopy
 Changeable Copy Elec Msg
 Face Change (only in existing structure)

Freestanding/Monument Signs:
 Single-tenant 2-10 tenants More than 10
 Overall height from grade to top: _____
 Setback from property line: _____
 Actual sq.ft. area of sign face: _____
Freestanding signs must have a survey or ILC showing property line and those over 6ft tall must have engineered footing drawings.

Wall Signs:
 Single-tenant Multi-tenant
 Linear measurement of approved wall: _____
 Actual sq.ft. area of sign: _____
Pan-Channel letters and logos with direct attachment may be enclosed with 12 straight lines to calculate square footage. Square footage for cabinet signs and face inserts is calculated by entire cabinet size.

Illumination: Electric Internal
 Non-electric External

Type of illumination: _____
 Nit/luminance level: _____

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