



Town of Berthoud
807 Mountain Ave.
P.O. Box 1229
Berthoud, CO 80513
970.532.2643

SIGN PERMIT APPLICATION INSTRUCTIONS AND CHECKLIST

To ensure compliance with the regulations laid out in Section 30-7-102 of the Town of Berthoud Development Code, a sign permit shall be required in order to erect, move, alter, reconstruct, or repair any permanent or temporary sign, except signs that are exempt from permits. In multiple tenant buildings, a separate permit shall be required for each business entity's sign(s). Separate building and electrical permits may be required for signs and will be determined on a case-by-case basis. Changing or replacing the copy on an existing lawful sign shall not require a permit, provided the copy change does not change the nature of the sign or render the sign in violation of the code.

Prior to applying for a sign permit, please review the sign regulations and any overlay district requirements contained in the Town of Berthoud Development Code. The complete code can be found online through the Planning Department website here: www.berthoud.org/185/Planning-Documents.

The following code sections should be referenced:

Section 7, Signs (30-7-101 through 30-7-109): The regulations in this Section are intended to coordinate the use, placement, physical dimensions, and design of all signs within the Town. This section should be reviewed by all applicants/property owners prior to submitting a sign permit application.

Section 2, specifically 30-2-118, *Outdoor Lighting and Dark Sky Standards*: The information contained in this section provides regulations for outdoor lighting and should be reviewed if the proposed sign will be illuminated.

Section 3, specifically 30-3-114, *Mountain Avenue Overlay District*: The regulations in this Section focus on protecting and enhancing the existing historical districts and directing the general character of development along Mountain Avenue/Hwy 56. The overlay district defines and emphasizes unique character districts along the corridor and sets specific guidelines for development within this area, including signage. This section should be reviewed if the subject property (location of the proposed sign) is located within the Mountain Avenue Overlay District.

Sign Permit Submittal Instructions

Important: In order to submit a sign permit application, you must be a licensed Contractor with the Town of Berthoud.

All sign permit applications and required submittal items (see checklist next page) are required to be submitted electronically through the Town of Berthoud permit management system. To submit or to learn more about contractor licensing, please visit the Building Department website at: www.berthoud.org/169/Building-Department.

Sign Permit Application Checklist

A complete sign permit application must contain the following, per Section 30-7-102 of the Development Code:

- ☐ Completed application form
- ☐ Legible site plans which include the specific location of the sign and setbacks to adjacent property lines and buildings;
- ☐ A detailed drawing of the dimensions, materials, and colors of the proposed sign structure. A certification by a registered professional structural engineer may be required by staff for a freestanding or projecting sign;
- ☐ A graphic drawing or photograph of the sign copy;
- ☐ A description of the lighting to be used, if applicable;
- ☐ If the sign is to be located off the premises advertised, a written lease or permission from the property owner of the site on which the sign will be located; and
- ☐ Sign permit application fee(s)
See current Fee Schedule

