

# Town of Berthoud - Sign Permit Application (Section 30-7-101 to 111)

\*Permanent signs require a contractors license registered in Berthoud through CommunityCore.

Temporary and sidewalk sign permits can be submitted directly to building@berthoud.org or brought into town hall on the 2nd floor.

## Community Development - Town of Berthoud

P.O. Box 1229 | 807 Mountain Avenue Berthoud, Colorado 80513

(970) 532- 2643 | building@berthoud.org



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|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Site Information:</b><br>Business Name: Sign/Site<br>Address:         | <b>Zoning and Building Details:</b><br>Zone District:<br>Overlay District:<br>Linear Building Frontage:<br>Calculated Allowance (1ft of linear frontage = 2 sq ft of sign allowance):     | <b>Sign/Project Description:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Property Owner:</b><br>Name:<br>Email:<br>Phone:<br>Address:          | <b>Sign Information (Section 30-7-101 to 111):</b><br>Sign Type:<br>Monument      Projecting      Wall<br>Canopy      Awning      Window                                                  | I certify this application is true and correct and agree to perform work as described in this application and approved plans to comply with the Town of Berthoud codes, state and electrical code and adopted building codes. Additionally, I understand and agree the owner is responsible for any work on the property and any fees and expenses incurred for plan review, permits, inspection and other fees associated with this application.                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Business Owner:</b><br>Name:<br>Email:<br>Phone:<br>Address:          | *Please verify the sign type you are applying for is allowed in the zone district and overlay district your site is located in*                                                           | Signature _____ Date _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Contractor:</b><br>Name:<br>Email:<br>Phone:<br>Address:              | <b>Proposed Sign Size:</b><br>Square Footage of Proposed Sign:<br>Height:      Width:<br>Depth/Projection:<br>Clearance (above grade):<br>Setback:<br>Existing Sign Total Square Footage: | <b>Sign Permit Application Checklist</b> <ol style="list-style-type: none"> <li>1. Sign Permit Application</li> <li>2. Site plans with location of sign and buildings with setbacks if applicable.</li> <li>3. Detailed drawing with dimensions, materials and colors.           <ol style="list-style-type: none"> <li>a. If free standing or monument sign an engineer may be required to sign off.</li> </ol> </li> <li>4. A graphic or photograph of the sign.</li> <li>5. A letter of permission from the property owner if not owned by tenant.</li> <li>6. If sign is off-premises, a lease of permission from the property owner of the site the sign will be located.</li> <li>7. Payment is due upon approval.           <ol style="list-style-type: none"> <li>a. Payment can be made by check or credit card.</li> </ol> </li> </ol> |
| <b>Erector (if needed):</b><br>Name:<br>Email:<br>Phone:<br>Address:     | New Total Square Footage (existing + proposed):                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Electrician (if needed):</b><br>Name:<br>Email:<br>Phone:<br>Address: | <b>Illumination Type:</b> Circle One<br>None      External      Other (explain)                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Additional Information:</b><br>Sign Materials:<br>Sign Colors:        |                                                                                                                                                                                           | <b>Town of Berthoud</b><br><b>Sign Regulations Click Here</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



**Garden  
Spot of  
Colorado**

# **SIGN PERMIT APPLICATION ADDITIONAL INFORMATION**

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

1. Complete Application Form
2. Legible site plans which include the following:
  3. Specific location of the sign
  4. Setbacks to adjacent property line and buildings
  5. A detailed drawing of the dimensions, materials and colors of the proposed sign structure
  6. A certification by a registered professional structural engineer may be required by staff for a free standing or projecting sign
  7. A graphic drawing or photograph of the sign
  8. A letter of permission from the property owner if building is not owned by tenant
  9. Payment is due upon approval.
  10. Payment can be made via check or credit card
  11. Check Sign Regulations for size allowances on different types of signs.

## **Sidewalk Signs Good to Know!**

1. Sidewalk Sign Permits are valid for one calendar year. You will need to reapply in December for the following year. See Chapter 30, Section 7-110.D for the complete Code.
2. Sidewalk Signs can only be placed on the property of the business displaying sign or on adjacent sidewalks allowing for unobstructed pedestrian circulation.
3. Sidewalk Signs must be anchored to the ground or weighted sufficiently to prevent movement by wind.
4. Sidewalk signs must be removed upon close of business each day and may be replaced the following day.
5. Sidewalk signs are allowed up to 24 in. x 48 in.

## **Banner Signs Good to Know!**

1. Banner Permits are valid for 15 days. They are for special events or sales only.
2. Banners may be applied for once per quarter.
3. Banners must be taken down within five (5) days after the event.
4. See Section 30-7-110.C for complete code
5. Banners are allowed up to 60 SqFt

## **Sign Permit Fees to Know**

1. Permanent Signs \$150
2. Temporary Signs \$25 per sign (2 banners = \$50)
3. Sidewalk Signs \$25 per year (renew in December for the coming year)