To ensure compliance with the regulations laid out in Section 30-7-102 of the Town of Berthoud 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.

A complete sign permit application must contain the following:

- 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
- Sign permit application fees
  See current Fee Schedule for amounts