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 sidewalk sign. A Sidewalk Sign Permit is required from the Town every year, at no charge to the business. Sidewalk signs are allowed from 3rd to 5th Street only.

A complete sidewalk sign permit application must contain the following:

- Names and addresses of the owner, sign contractor, and sign contractors.
- A legible site plan which include the specific location of the sign on the ROW, which can be no further than one (1) block from the business (signs shall also not block any traffic signage, or another permitted sidewalk sign).
- The Site Plan must show that the sign provides for 4’ of unimpeded pedestrian way along the sidewalk.
- A detailed drawing/photograph indicating the dimensions, materials, and colors of the proposed sidewalk sign.
- Understanding that the sign must be removed at the close of business each and every day (should the sign not be removed, violations, including the permanent removal of the sign may result).
- Permits for sidewalk signs must be applied for every single calendar year, and shall only be valid for one continuous calendar year (Jan through Dec) before a new permit is required. Should the same location and sign be used, the Applicant may elect to sign only a new sidewalk sign permit application.