



Sign Permit Submittals

On May 1, 2018 the City of Wheat Ridge City Council voted to approve an update to the City's sign code in order to be compliant with a 2015 U.S. Supreme Court ruling. As a result of this update, the building permit submittal process has been updated. Please read this carefully as incomplete submittals will not be accepted.

The following items must be submitted to the Permit Technician for a sign permit application to be accepted for review:

- A completed building permit application (front and back)
- Two sets of drawings on a minimum paper size of 11" x 17"
- A site plan drawn to scale
 - For **wall signs** -- the site plan must show the entire building (with wall length dimensions), location of street, location of any existing signage and location of proposed signage
 - For **freestanding signs** -- the site plan must show the location of the building, the size of the building, location of any existing freestanding signs and location of proposed freestanding sign (with distance to property lines and sight distance triangles)
- A size calculation sheet (see attached)
- A detail sheet which shows the height of the proposed sign (freestanding), sign dimensions, electrical information, footer information (freestanding)
- Proof of ownership or lease.

Additionally, to avoid delays in the processing of a sign permit application, please ensure that the business applying for the sign has an active business license.

If you have questions, call the Community Development Department at 303-235-2846 and ask to speak to the Planner of the Day.



Building & Inspection Services Division
 7500 W. 29th Ave., Wheat Ridge, CO 80033
 Office: 303-235-2855 * Fax: 303-237-8929
 Inspection Line: 303-234-5933
 Email: permits@ci.wheatridge.co.us

FOR OFFICE USE ONLY

Date:

Plan/Permit #

Plan Review Fee:

Building Permit Application

***** Please complete all highlighted areas on both sides of this form. Incomplete applications may not be processed. *****

Property Address: _____

Property Owner (please print): _____ **Phone:** _____

Property Owner Email: _____

Tenant (Commercial Projects Only) _____

Property Owner Mailing Address: (if different than property address)

Address: _____

City, State, Zip: _____

Architect/Engineer: _____

Architect/Engineer E-mail: _____ **Phone:** _____

Contractor: _____

City of Wheat Ridge License #: _____ **Phone:** _____

Contractor E-mail Address: _____

For Plan Review Questions & Comments (please print):

CONTACT NAME (please print): _____ **Phone:** _____

CONTACT EMAIL (please print): _____

Sub Contractors (Must provide Wheat Ridge License No.):

Electrical:
W.R. City License #

Plumbing:
W.R. City License #

Mechanical:
W.R. City License #

Other City Licensed Sub:
City License #

Other City Licensed Sub:
City License #

COMMERCIAL

RESIDENTIAL

Description of work: For **ALL** projects, provide a **detailed** description of work to be performed, including current use of areas, proposed uses, square footage, existing condition and proposed new condition, appliance size and efficiency, type and amount of materials to be used, etc.

Commercial Projects Only: Occupancy Type: _____ Construction Type: _____

Sq. Ft./LF _____ BTUs _____ Gallons _____

Amps _____ Squares _____

Project Value: (Contract value or the cost of all materials and labor included in the entire project)

\$ _____

OWNER/CONTRACTOR SIGNATURE OF UNDERSTANDING AND AGREEMENT

I hereby certify that the setback distances proposed by this permit application are accurate and do not violate applicable ordinances, rules or regulations of the City of Wheat Ridge or covenants, easements or restrictions of record; that all measurements shown and allegations made are accurate; that I have read and agree to abide by all conditions printed on this application and that I assume full responsibility for compliance with applicable City of Wheat Ridge codes and ordinances for work under any permit issued based on this application; that I am the legal owner or have been authorized by the legal owner of the property to perform the described work and am also authorized by the legal owner of any entity included on this application to list that entity on this application. I, the applicant for this building permit application, warrant the truthfulness of the information provided on the application.

CIRCLE ONE: (OWNER) (CONTRACTOR) or (AUTHORIZED REPRESENTATIVE) of (OWNER) (CONTRACTOR)

Signature (first and last name): _____ **DATE:** _____

Printed Name: _____

DEPARTMENT USE ONLY

ZONING COMMENTS:

OCCUPANCY CLASSIFICATION: _____

Reviewer: _____

CONSTRUCTION TYPE: _____

BUILDING DEPARTMENT COMMENTS:

Reviewer: _____

PUBLIC WORKS COMMENTS:

Reviewer: _____

Building Division Valuation: _____



Freestanding Sign Calculation Sheet

You must complete this sheet and include it in the submittal package for any new **freestanding signs**. You will also need to create a site plan and a detail sheet of the signage.

Project Address: _____ Contractor: _____

You are allowed **1 freestanding sign** for every **street right-of-way adjacent to your property**. The allowable sign size is related to building size.

Step 1: Determine the square footage of the building:

Building size (in square feet): _____ (This will be inserted in the formula below)

Step 2: Complete the appropriate allowable signage formula:

If the building is **0 – 1,500** square feet in size, you are allowed a **35 square foot sign**.

If the building is **1,501 – 5,000** square feet in size, complete the following:

$$\boxed{} - 1,501 = \boxed{} \div 50 = \boxed{} + 35 = \boxed{}$$

Building size Allowed sign size

If the building is **5,001 – 50,000** square feet in size, complete the following:

$$\boxed{} - 5,001 = \boxed{} \div 500 = \boxed{} + 100 = \boxed{}$$

Building size Allowed sign size

If the building is **50,000 +** square feet in size, complete the following:

$$\boxed{} - 50,001 = \boxed{} \div 1,000 = \boxed{} + 190 = \boxed{}$$

Building size Allowed sign size

The "allowed sign size" may be placed on each side of the freestanding sign.

Check here if the sign is existing and you are replacing a cabinet or face with the same size cabinet or face.

Continued on back

The sign must meet a setback from the street right-of-way.

If the sign is less than 7 feet in height, the sign must be setback **5 feet**.

If the sign is between 7 feet and 15 feet the sign must be setback **10 feet**.

For most freestanding signs, the maximum height is **15 feet**. For properties within $\frac{1}{4}$ mile of the interstate, freestanding signs may be **50 feet** tall. These signs must be setback at least 30 feet from the street right-of-way.

Step 3: Determine the height of the new sign:

The new proposed freestanding sign will be _____ feet tall.

Step 4: Determine the setback from the street right-of-way:

The new proposed sign will be setback _____ feet from the street right-of-way.

All freestanding signs must adhere to the **sight distance triangle** requirements as listed in Section 26-603 of the Code of Laws.

You must include a site plan which details the location of the freestanding sign, building and drive areas. Show all new and existing signage (include the square footage and height of all existing signs). Please include a detail of the proposed sign, including the overall square footage and height, as well as any electrical and structural details which may be pertinent.



Wall Sign Calculation Sheet

You must complete this sheet and include it in the submittal package for any new **wall signs**. You will also need to create a site plan and a detail sheet of the signage.

Project Address: _____ Contractor: _____

You are allowed **1 square foot** of signage for every **1 linear foot** of wall to which you are attaching a sign.

All wall signs must be **adjacent to a street or major interior drive**.

Step 1: Measure the length of the wall(s) where you are attaching the sign:

Wall 1 - _____ feet Wall 2 - _____ feet Wall 3 - _____ feet

Step 2: The length of the wall is the allowable square footage for the wall sign.

Wall 1 allowable signage- _____ square feet

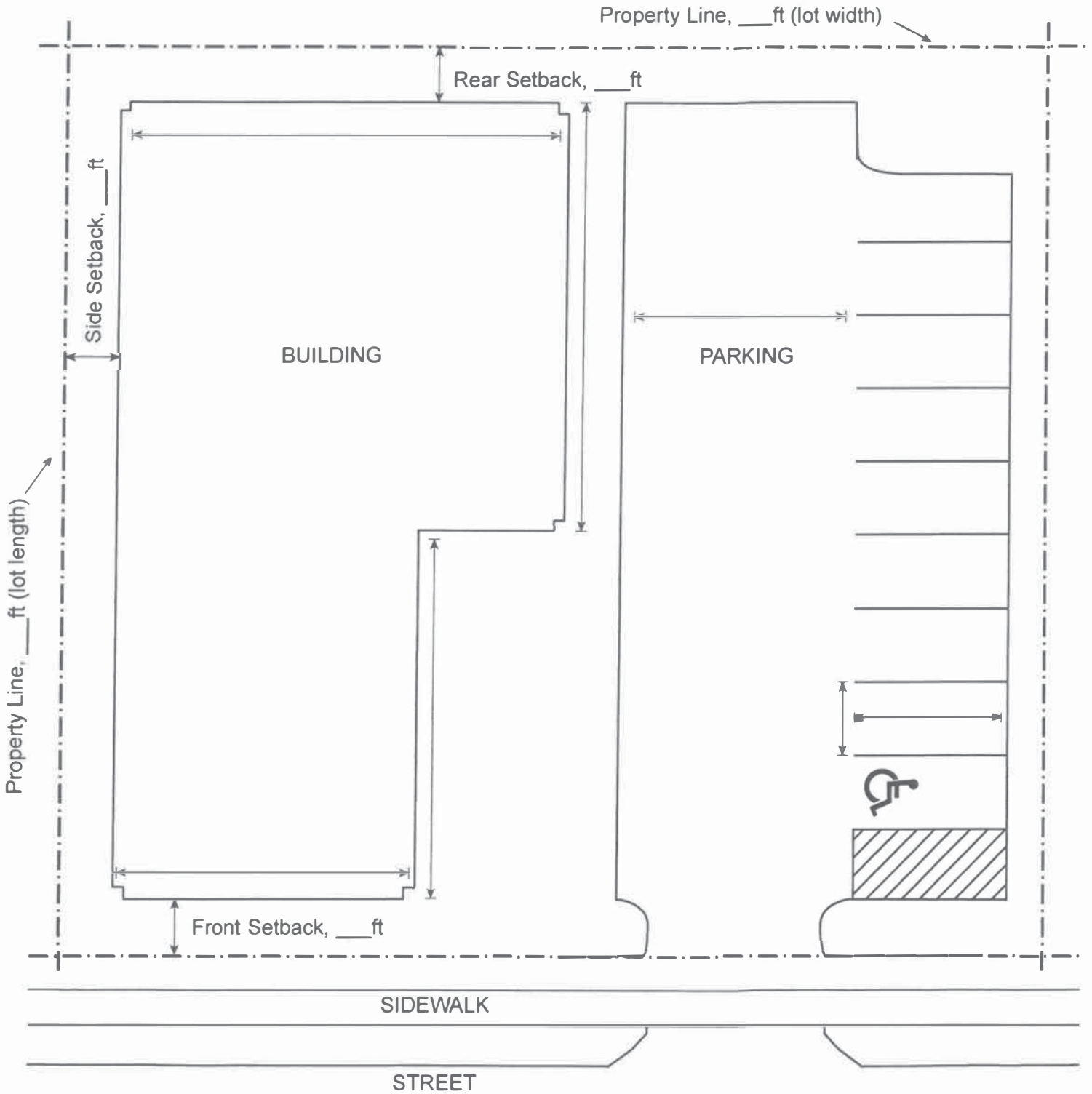
Wall 2 allowable signage- _____ square feet

Wall 3 allowable signage- _____ square feet

Site Plan

Sample Site Plan

Please note that additional information is often required for a commercial site plan. To speak with a planner about a specific project and site plan requirements, contact the Community Development Department at 303-235-2846.



Sample Project Information

Lot Area: ___ sq ft
 Landscape Area: ___ sq ft
 Existing Building: ___ sq ft

Proposed Building: ___ sq ft
 Parking Spaces: ___ spaces



Scale:
 1" = ___ ft