

## SIGNS - Overview

Use this guide for signage on private property and signs that are on private property and encroaching into the public right-of-way (e.g. sidewalk). This guide does not cover Billboards, Murals/Works of Art, or signs entirely within the public right-of-way.

Standards That Apply	Approvals & Permits Required	Step in guide
Denver Theater District	Contact the Project Coordinator responsible for the district.	1
Public Right-of-Way Rules and Regulations	Public Works Encumbrance Permit, may be required	2
Denver Zoning Code, Division 10.10 Signs or Former Chapter 59	Zoning Permit	3
Landmark Ordinance, Chapter 30	Landmark approval is required if property is located within a historic district or a contains designated landmark structure.	3
Urban Design Review Guidelines	Design Review approval is required if property is located within a Design Review district.	3
Comprehensive Sign Plan	Contact Zoning Permitting at <a href="mailto:Zoning.Review@denvergov.org">Zoning.Review@denvergov.org</a> .	3
Denver Building Code Helpful Tip: A Licensed Contractor is required and Licensed Design Professional may be required and is highly recommended.	Building Permit(s) may be required: Construction Permit - COMMCON Electrical Permit - ELEC	4

### Typical Sign Process - Overview of Steps

**1 Seek Denver Theater District review, if necessary.**

**2 Obtain zoning use permit (use permit) if one is not already on file.**

- Prior to application for a sign permit, contact Zoning Permitting Section to verify that a use permit for the business is on file. A new use permit is not required if already on file for the same business name.
- Application for a zoning use permit can be made as a part of this submittal or provide an existing copy with this application.

**3 Obtain a zoning permit for Sign.**

- Submit all zoning permit items from the submittal checklist (page 3) in person or by email.

Complete Urban Design Review, as applicable.

Submittal will be routed to Landmark Preservation, as applicable.

- Landmark Preservation reviews applications for signage on all buildings in historic districts and all Denver landmarks, including applications for comprehensive sign plans. See Landmark Preservation submittal items checklist (page 4).

### Zoning Permit Submittal

Same Day Review:

- Typically, a zoning permit for a sign(s) is reviewed by staff for compliance with the zoning code and the permit is issued the same day, or “over the counter.”
- Signs not subject to Login Review (see below) may be applied for through same day review.

Login Review:

- Login review is required for multiple sign applications submitted at once.
- Login review is required for signs located in a design review district or within a Comprehensive Sign Plan area.
- Login review is also typically required for “projecting” signs.
- In all cases, staff will review the proposal for compliance with zoning, and other applicable regulations. Review will not begin until zoning fees have been paid.

### Contact info

#### Landmark Preservation

[www.denvergov.org/landmark](http://www.denvergov.org/landmark)  
landmark@denvergov.org  
720.865.2709  
201 W Colfax Ave, 2nd Floor  
Denver, CO 80202

#### Zoning Permitting

720.865.3000  
zoningreview@denvergov.org  
201 W Colfax Ave, 2nd Floor  
Denver, CO 80202

[www.denvergov.org/developmentservices](http://www.denvergov.org/developmentservices)

## SIGNS - Process

### Typical Sign Process - Overview of Steps - Continued

#### 4 Obtain all required building, electrical, and Public Works permits, as required.

If the sign(s) is encroaching into the public right-of-way, a permit from the **Department of Public Works** is required.

**A Construction Permit - COMMCON is required for all signs unless specifically exempt under the criteria defined in 2016 DBCA Section 130.3, item 21.**

- Submit items listed on the submittal checklist (page 3), for the building permit (as needed), in person to the Commercial/Multifamily/Architectural/Structural Walk Thru Counter.
- The permit is typically issued over the counter, but may require “log in” for structural review (e.g. very large wall mounted sign).
- Staff will review the proposal for compliance with the Denver Building Code.
- Plans and calculations prepared and wet signed and sealed by a Colorado registered professional structural engineer are required for signs that require a permit.

**An Electrical Permit - ELEC, is required if there is any electrical work being done**

- A licensed electrical contractor shall obtain an electrical permit for electrical work necessary to power an electrified sign.
- If a sign only requires a 15 or 20-ampere, single-phase circuit, then the electrical permit may be obtained as a “Quick Permit” (see page 4). For a sign that will require three-phase power or circuit(s) rated more than 20A, see submittal checklist (page 4) and submit in person to the Commercial/Multifamily/Architectural/Structural Walk Thru Counter.

#### 5 Install sign(s) per approved plans.

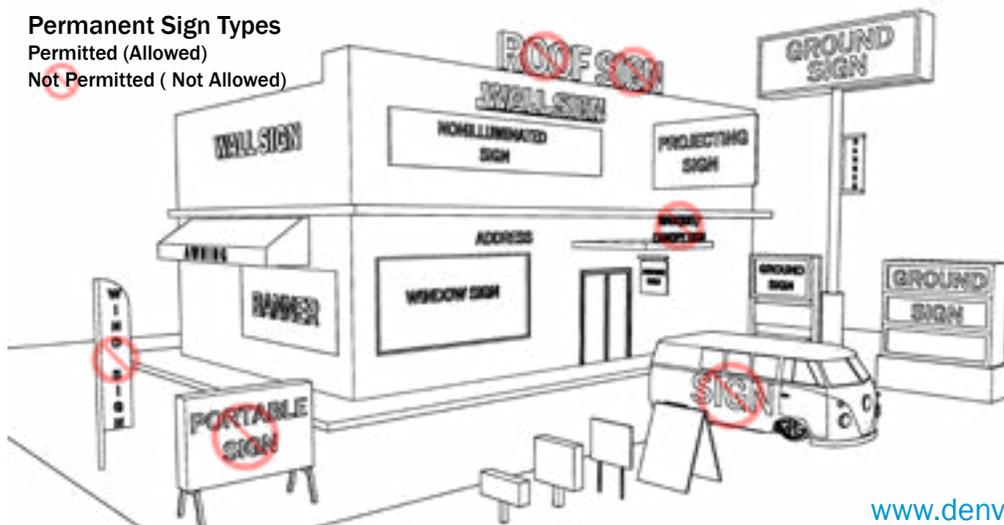
#### 6 Pass inspections.

- Call and request all City of Denver related inspections: Building, Electrical, Zoning Neighborhood Inspections (as applicable).
- An inspector will perform an inspection and will contact you if there are problems.
- Once approved, the inspector will finalize the permit. Contact Records to obtain a copy of the zoning and building permits.

#### Permanent Sign Types

Permitted (Allowed)

Not Permitted (Not Allowed)



#### Public Works

720.865.3003

[denvergov.org/pwpermits](http://denvergov.org/pwpermits)

denver.pwera@denvergov.org

201 W Colfax Ave, 5th Floor  
Denver, CO 80202

#### Building Permitting

Commercial/Multifamily

Architectural/Structural

Walk Thru Counter

M-F 8-11:30 am

201 W Colfax Ave, 2nd Floor

Denver, CO 80202

#### Electrical Permitting

Commercial/Multifamily

Electrical

Walk Thru Counter

M-F 8-11:30 am

201 W Colfax Ave, 2nd Floor

Denver, CO 80202

#### Zoning Neighborhood

#### Inspection Services

Automated Inspection Request

311

#### Building Inspection Services

720.865.2501

Code 501

#### Electrical Inspection Services

720.865.2501

Code 305

#### Records

720.865.2790

[www.denvergov.org/developmentservices](http://www.denvergov.org/developmentservices)



**Zoning Permit Checklist (Step 3):**

**Application for zoning permit - sign (page 5)**

**Site Plan (see site plan example page 4)**

Provide a dimensioned black line site plan. The site plan requirements must show at a minimum:

- Zone Lot Lines
- Structures
- Existing Signs (see sign schedule example)
- Proposed Signs (see sign schedule example)
- North Arrow
- Scale
- All dimensions to a sign structure from zone lot lines
- Site Plan boundary shall include all abutting streets, alleys, and property lines
- Identify tenant for which sign is being provided
- Zone lot frontage (total linear feet of zone lot line abutting a public street)
- Tenant Frontage (total linear feet of street level building wall enclosing tenant space and abutting a public street)

**Sign Elevations**

Provide a fully dimensioned elevation of the sign as it will appear on the building facade, including any existing signs.

- Height to top of sign from grade
- Projecting sign: height to top and bottom of sign from grade, as well as distance projecting from face of building wall
- Sign Dimensions
- Dimensioned drawing or photo simulation of the sign(s), including copy and any other details

**Staff may request additional information depending on the nature or complexity of the project**

**Landmark Preservation Permits - For Designated Landmark Districts or Structures Only (Step 3):**

**Photographs**

All photographs must be unaltered and meet Landmark Preservation Photographic Standards (please refer to separate photographic standards available at [www.denvergov.org/preservation](http://www.denvergov.org/preservation) under Design Review applications):

- Current Photograph(s) of all building elevation(s) where signage is proposed. Photograph(s) should show existing conditions and depict building façade in entirety (not just a portion of the building front)
- Current Photograph(s) showing adjacent building facades (closest building on either side of building where signage is proposed). Photograph should depict building façade in entirety

**Sign Depiction or Photo Simulation**

Provide a dimensioned and scaled drawing(s) no larger than 11 x 17" in size of all proposed signage for building, including copy, lighting and other details. For lit signs (other than indirectly lit), provide both a daytime and a night time depiction. Include ALL proposed signage – ground, window, wall-mounted, projecting, awning and all other types.

**Drawing illustrating sign attachment method(s)**

Provide dimensioned and scaled drawing(s) no larger than 11" X 17" illustrating method and number of sign attachments to the building.

**Sign materials**

Identify and describe all proposed sign materials for each proposed sign.

- Include all proposed materials, finishes and colors, provide manufacturer's name and specification number.

**Required Building Permits (Step 4):**

**Structural plans and details defining the framing materials for the sign and the sign supporting structure (pole, wall, footings, etc.), connection/anchorage types, methods and number of anchors or connections, and other structural specification information is required and shall be wet stamped and signed by a Colorado registered professional structural engineer.**

**Any other drawings or specifications provided by the sign manufacturer**

**Required Electrical Permits (Step 4):**

**If the circuit is rated 20-amperes or less, then an electrical quick permit is required**

Submit application and a credit card payment form [www.denvergov.org/quickpermits](http://www.denvergov.org/quickpermits)

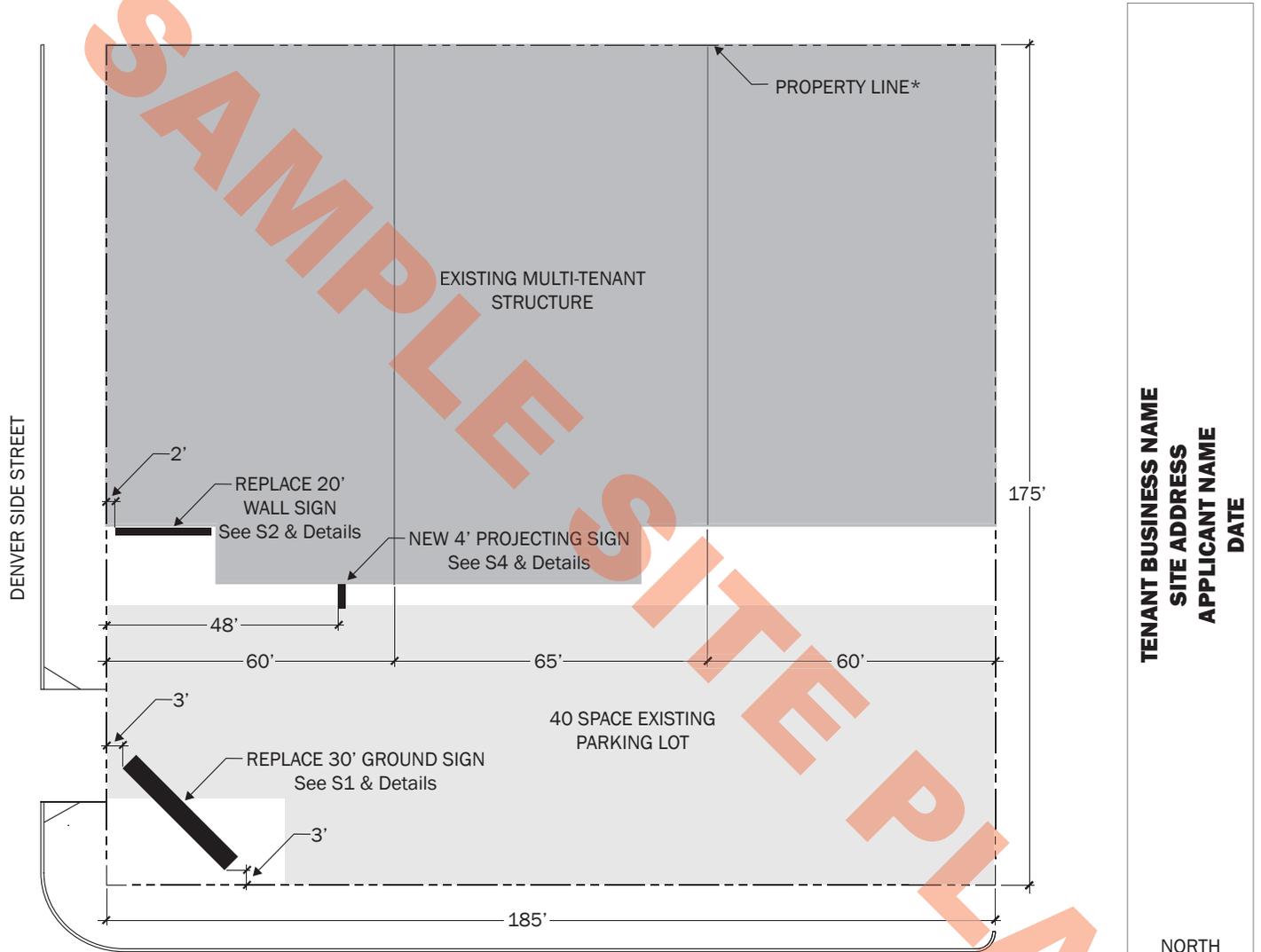
**If the circuit is rated OVER 20-amperes, then:**

Submit engineered plans and specifications, which must be signed and stamped by a registered engineer

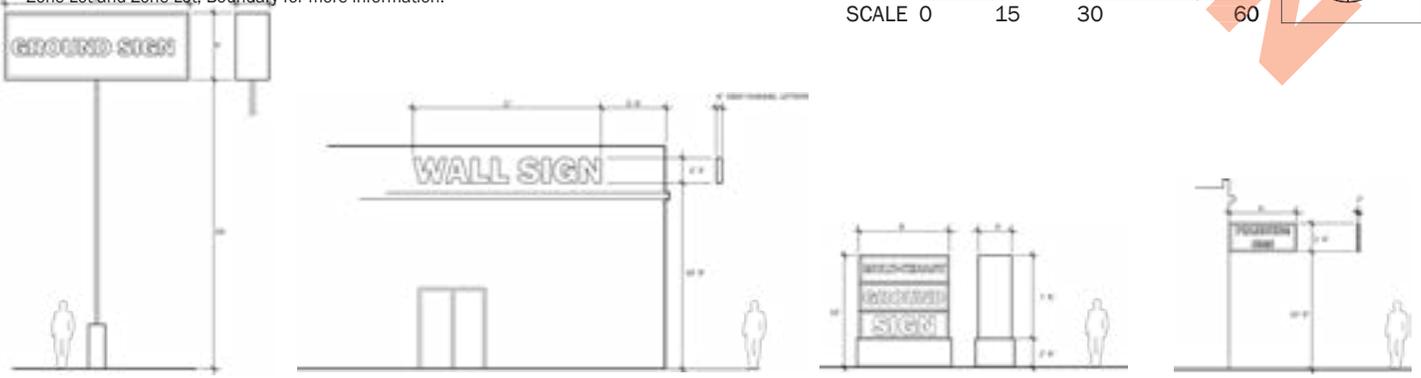
- Provide a panel circuit schedule and load analysis for the panel where the circuit(s) will originate
- Plans need to show the source for the circuit(s)
- Include an electrical one-line diagram



**SIGNS - SAMPLE EXHIBITS**



\*Property lines are usually congruent with zone lot lines. In cases where they do not agree, staff will request more information from the applicant. See the definition of a Zone Lot and Zone Lot, Boundary for more information.



[www.denvergov.org/developmentservices](http://www.denvergov.org/developmentservices)



## SIGNS - Zoning Permit Application & Approval

SUBJECT PROPERTY INFORMATION	
Business or Property Name (e.g. Uptown Lofts)	
Property Address	
Legal Description <a href="http://denvergov.org/property">see denvergov.org/property</a>	
Site Information	<input type="checkbox"/> Corner <input type="checkbox"/> Interior <input type="checkbox"/> Site Development Plan (SDP) <a href="http://denvergov.org/maps">see denvergov.org/maps</a> <input type="checkbox"/> Parkway <input type="checkbox"/> Landmark Structure <input type="checkbox"/> Landmark District <input type="checkbox"/> Single building with single tenant/user <input type="checkbox"/> Multiple Uses (buildings with multiple tenants) <input type="checkbox"/> Multiple buildings/Multiple users/tenants <input type="checkbox"/> One Use Only (buildings with a single tenant) Building Dimension: _____ Lineal Feet Zone Lot Dimension: _____ Lineal Feet Tenant Space Dimension: _____ Lineal Feet Zone District _____
Change of Owner or Business Name <i>Separate use permit not required if change of owner or business name only.</i>	<input type="checkbox"/> Yes ( <input type="checkbox"/> Business Name on File: <input type="checkbox"/> No (If No, fill out Property Owner information below to apply for new Use Permit) <input type="checkbox"/> Current Use _____ <input type="checkbox"/> Parking Spaces on Zone Lo _____ <input type="checkbox"/> Gross Floor Area of use: _____
Property Owner (All fields required) <input type="checkbox"/> Change of Owner	Owner Name: _____ Phone: _____
	Tenant Name: _____ Phone: _____
	Business Name: _____
	Address: _____
	City: _____ State: _____
	Email: _____ Zip: _____
APPLICANT INFORMATION (IF NOT PROPERTY OWNER)	
Title or Interest in property and building, check one	Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/>
	Name: _____ Phone: _____
	Company Name: _____
	Address: _____
	City: _____ State: _____
	Email: _____ Zip: _____
PROPOSAL	
Type of Sign(s)	<input type="checkbox"/> Permanent Sign <input type="checkbox"/> Temporary Sign (Expiration Date: _____ ) <input type="checkbox"/> Joint Identification Sign

