



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 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

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