



Sign Permit

Requirements Checklist and Permit Exemptions

REFERENCES: [Boulder Revised Code, Title 10 Structures](#)
[Boulder Revised Code, Title 9 Land Use Code](#)
[Boulder Revised Code, Section 9-9-21](#)

SCOPE:

This checklist outlines the minimum documentation necessary to allow a permit application for a sign permit application to be taken in for review. Applicants may be required to submit additional information as necessary to clearly demonstrate compliance with all applicable codes. Please be advised that incomplete applications or plans that do not meet the submittal requirements will not be accepted for review.

For information on how to prepare an application for submittal, refer to the [Permit Application Guide](#). Use this checklist for applying on-line through the [Customer Self-Service Portal \(CSS\)](#).

REQUIRED DOCUMENTATION (minimum requirements for submittal):

- [Building Owner Authorization Form](#) (required if applicant is not the property owner)
- Site plan including the following information
 - **Printed to scale**
 - North arrow
 - Property line(s)
 - Location of public street(s)
 - Location of all easement(s)
 - Building frontage (see definition in [B.R.C. Section 9-16-1](#))
 - Location of existing sign(s)
 - Location of proposed sign(s), including unique numerical or alphabetical identifiers (i.e. A, B, C)
- Building elevation(s) including the following information
 - **Printed to scale**
 - Building height
 - Facade length
 - Tenant frontage
 - Height to top of sign from grade
 - Parapet height from roof line (if installed on parapet)
- Sign Details
 - Overall sign dimensions (length, width, height, area)
 - Lettering height
 - Logo height
 - Face material
 - Frame material
 - Mounting details (show location of all points of contact)

MAY BE REQUIRED (based on the location and scope of the project):

- Sign Inventory (required for **shopping centers**, multi-tenant buildings and projects with a sign program
Note: for projects not regulated by a sign program, the sign code administrator may request an inventory)
 - Contact your landlord/property manager to obtain a current inventory
 - Provided as a text list, table or chart
 - Identifies all existing and proposed signs not including signs exempt from permit (see below)
 - Use unique numerical or alphabetical identifiers
 - Total number of signs
 - Total surface area (square feet)
 - Sign type(s)
 - Sign size(s)
 - Brief description of sign copy (or image of sign can be provided)
- Projecting/Suspended Signs (if sign projects over the property line, into the city right-of-way, a [revocable permit](#) will be required)
 - Projection from building (dimension) with location of property line
 - Vertical clearance from bottom of sign to sidewalk (dimension)
 - Engineering for attachment to structure (to demonstrate 165 mph velocity-ultimate west of Broadway, 150 mph velocity-ultimate east of Broadway)
- Free-Standing Signs
 - **Scaled** site plan showing setback(s) to property line
 - Location of easements
 - Foundation details (stamped by an engineer)
 - Floodplain and/or wetland boundary
 - Compliance with sight distance triangle, per [B.R.C. Section 9-9-7](#)
 - Height of sign from grade
- Internally Illuminated Signs
 - Full specification sheet (including lumen rating and Correlated Color Temperature (CCT))
 - Circle or highlight which model is proposed to be used if multiple models are shown on specification sheet
 - Include the following statement on the plans “Applicant agrees that at time of construction and installation all illuminated signs will comply with the outdoor lighting criteria per [B.R.C. Section 9-9-16.](#)”
- Electronic Message Signs/Centers
 - Include the following statement on the plans “Applicant agrees that copy will not change more than once per minute per [B.R.C. Section 9-9-21\(b\)\(3\)\(G\).](#)”
- [Historic Approval \(Demolition Review](#) for structures more than 50 years of age or [Landmark Alteration Certificate](#) for structures located in a [Historic Preservation District or for Individual Landmarks](#))

Please note: The City of Boulder will periodically adopt and amend updated versions of all Model Codes and the B.R.C. through public process. When this occurs, some of the items in this checklist may be changed or updated, and a new checklist should be obtained from the [Planning and Development Services Applications and Forms Database](#). This checklist applies only to the requirements of [Section 9-9-21 of the B.R.C.](#), and [Title 9 of the B.R.C.](#), and is not a complete or exhaustive list of the requirements of any adopted Code, or of all elements which should be included in a plan set, nor does it contain complete information describing what your permit application must contain to demonstrate compliance with the IBC, IRC, or the B.R.C. Please contact the [Planning and Development Services Center](#) for more information.

PERMIT EXEMPTIONS:

The following is a list of sign types that are exempt from meeting the requirements of [B.R.C. Section 9-9-21](#). Some signs may require a sign permit to review wind load, etc. For a complete list of signs exempt from permit and additional limitations to the signs listed below, please refer to [B.R.C. Section 9-9-21\(c\)](#). **If your sign exceeds the threshold below, you will need to apply for a permit.**

- Construction Site
 - 16 square feet or less in area
 - Placed by a licensed construction contractor on a property on which it is working
- Flags
 - Up to 3 flags per property
 - Total area not to exceed 70 square feet
 - Each sign must not exceed 40 square feet with no one dimension greater than 8 feet
- Garage Sale
 - 1 sign per private property
 - For no more than 10 consecutive days and no more than twice per calendar year
- Lost Animal
 - 1 sign per private property
 - For no more than 10 consecutive days
- Noncommercial
 - In no way identifies or advertises a good, property, or service (includes political signs)
- Private Traffic
 - Directional signs guiding pedestrian or vehicle traffic
 - Not to exceed 3 square feet in area
 - Not to exceed 6 feet in height
 - Non-illuminated
- Real Estate
 - 1 temporary sign per property or street frontage
 - Non-illuminated
- Sign Required by Law
 - Not to be located in a public right-of-way, unless specifically authorized or required by law
- Wind Sign
 - In a residential or agricultural zone
- Utility Warning
 - Not to exceed 16 square feet in area
 - Placed by a public utility within a utility easement
- Vehicular Signs
 - Displayed on a motor vehicle
- Window
 - Not to exceed 4 square feet in area
 - No higher than 25 feet above finished grade
 - Fill less than 25% of the area of the window
 - Non-illuminated
- Cottage Food and Fresh Produce
 - Meets the requirements of [B.R.C. Section 6-17](#) and restrictions in [Table 9-13](#)