



## 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.