

Permanent Freestanding Sign Permit Checklist Form

**A Permanent Sign Permit is required via our eTRAKiT online Permit/Registry system.
(SIGNS –PERMANENT – Freestanding Sign)**

- Complete online Application including:**
- ✓ Letter of authorization from Property Owner/Management Company
 - ✓ Type and style of sign
 - ✓ Sign mounting description
 - ✓ Project cost of sign or valuation
 - ✓ Is the sign associated with a new building or project?
 - ✓ Will there be any underground work or electrical alteration?
 - ✓ Engineered drawing for foundation of freestanding sign (if applicable)

Sign Detail Sheet(s) that include:

- ✓ Site Plan, *drawn to scale*, showing existing and approved buildings (including dimensions of building frontages), landscaping, property lines and location of sign
- ✓ Graphics of the sign *drawn to scale* and in color.
- ✓ Elevation of the freestanding sign(s)
- ✓ Electrical connection, sign mounting and trenching details
- ✓ Section Sign(s) installation instructions, see 2017 NEC (attached)

Application Review Fee:

New Sign: **\$75.00 per sign** (non-refundable)
Note: Additional permitting fees due after application are subject to fee calculations

- Approved Site Plan or recorded Plat showing all easements on parcel** (if applicable)

- Engineered footing drawings for freestanding signs**

All information on this sheet must be completed or applications will NOT be accepted. Once you have gathered the required documents please proceed to the eTRAKiT online Permit/Registry system. If you are a sign contractor and do not have an account set up for eTRAKiT please call (303) 841-2332 for assistance. If you are a business owner please click on “Setup an Account” and create a username and password.

Contact Information:

Community Development Department, Development Review Division
20120 E. Mainstreet, Parker, CO 80138
303.841.2332; Fax 303.841.3223

2017 NEC Electric Signs & Outline Lighting
(What you need to know to get a sign permit and pass inspection)

1. Section Signs

- a) A section sign is shipped as sub assemblies **and requires field wiring** to complete the overall sign. The changes **do not pertain** to can signs, face-changes, or other pre-fabricated, unlit or pre-wired signs.
- b) All signs shall be:
 - marked to indicate field wiring
 - required to have installation instructions
- c) The nationally recognized testing laboratory identification shall be visible on the sign

2. Sign Disconnect location

- a) Sign disconnects not located within sight of the sign need to have a **disconnect capable of being locked in the open position** at the switch or circuit breaker. Portable locking mechanisms intended for temporary functions are **not acceptable**.
 - b) Controllers for signs (i.e.; time clock) located external to the sign need to have a disconnect located within sight of the controller. **The disconnect or circuit breaker needs to be capable of being locked in the open position.** Portable locking mechanisms intended for temporary functions are **not acceptable**.
 - c) If applicable, a separate electrical permit from the Town of Parker will be required.
- * Face changes of existing signs are exempt from these requirements, as the changes affect signs **on new buildings or a new sign in a new location on an existing building**.

3. Light & switch required

- a) All new buildings **and** existing buildings where the signs ballast, transformer, or electric powers supply are relocated into an attic or soffit will require a light and switch in these spaces. The switch shall be located at the point of entry and the light shall be located at or near the equipment requiring servicing. A suspended ceiling is not considered an attic or soffit.
- b) If applicable, a separate electrical permit from the Town of Parker will be required.

PERMANENT FREESTANDING SIGNS

for commercial properties in the **Town of Parker**



Designed to be used on a permanent basis and is intended to be supported from the ground or installed in the ground.

The freestanding sign will complement the architectural style, character, materials, color and detail of adjacent building.

Key Facts

- ✓ **Requires Sign Permit**
- ✓ **Permit Fees Required (Sign Application Fee and Building Permit Fee)**
- ✓ **Maximum Number**
 - * Single Primary Use: - One (1) sign if parcel is less than 8 acres and one (1) sign per street frontage if parcel is 8 acres or more
 - * Multiple Primary Uses - One (1) per access driveway
- ✓ **Maximum Height**
 - * Single Primary Use - 8 feet
 - * Multiple Primary Uses - 15 feet
 - * Pikes Peak or Historic District - 7 feet
- ✓ **Maximum Size**
 - * Maximum Sign Area per Face: Single Use - 40 Sq. Ft; Multiple Uses - 100 Sq. Ft.
 - * Maximum Total Sign Area: Single Use - 80 Sq. Ft; Multiple Uses - 200 Sq. Ft.
- ✓ **Minimum Setback from Parcel Boundary**
 - * Single and Multiple Uses - 10 feet
 - * Pikes Peak or Historic Districts - 5 feet



This is intended as a quick reference, please see Section 13.09 of the Parker Land Development Ordinance for more information.

For more information on the Parker Sign Code, visit www.ParkerOnline.org/SignCode or call 303.841.2332.