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## Permanent Freestanding Sign Permit Checklist

**A Permanent Freestanding Sign Permit Application is required via Parker's eTRAKiT online Permit system.**

**A complete online Sign Permit Applications shall include the following information:**

- 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 electrical work or electrical contained within the sign?
- Will an electrical meter pedestal be needed for the freestanding sign? (Additional permits may apply)
- Official Town of Parker Letter of authorization signed by Property Owner/Management Company
- Sign location shown on recorded Plat Map showing all utility easements on parcel**
- Engineered stamped footing drawings for freestanding signs**

**Sign Detail Sheets and Documents Uploaded to the Permit shall include:**

- Sign location shown on Site Plan, ***drawn to scale***, showing existing and approved buildings (including dimensions of building frontages), landscaping, property lines, all utility easements 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 2020 NEC

**Application Review Fee: \$73.00 per sign** (non-refundable)

***\*\*\* Note:*** *Additional permit fees will be calculated and added to the Approved Permit and are payable prior to the permit being issued.*

**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 system. If you are a sign contractor and do not have an AEC account set up for eTRAKiT please call Community Development at (303) 841-2332 for assistance or email us at [planning@parkeronline.org](mailto:planning@parkeronline.org).**



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## **2020 NEC Electric Signs and Lighting**

*What you need to know to get a sign permit and pass inspections*

### **1. Section Signs**

- a. A section sign is shipped as subassemblies and requires field wiring to complete the overall sign. The changes do not pertain to can signs, face-changes or other prefabricated, unlit or pre-wired signs.
- b. All signs shall be:
  - Marked to indicate that field wiring and installation instructions are required
- c. A nationally recognized Testing Laboratory (i.e.: UL) identification shall be visible on the sign.

### **2. Sign Disconnect Location**

- a. Sign disconnects not located within sight of the sign must have a disconnect capable of being locked in the open position in accordance with NEC 110.25
- b. Controllers for signs such as time clocks 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 in the locked in the open position in accordance with NEC 110.25
- c. All new branch circuits and wiring extensions require a separate electrical permit.

### **3. Face Changes**

- a. Face changes to existing signs are exempt and a sign permit is not required.

### **4. Light and Switch Required**

- a. All new signs and existing buildings where the sign's ballast, transformer or electric power supplies are in an attic or soffit will require a light and switch in the space. The switch shall be located at the point of entry and the light shall be located at or near the equipment requiring inspection. A suspended ceiling is not considered an attic or soffit.
- b. If not already existing, 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](http://www.ParkerOnline.org/SignCode) or call 303.841.2332.



**Letter of Authorization from Property Owner**  
*(for Sign Permits and Site Plan Adjustment Applications)*

Date \_\_\_\_\_

Community Development Department  
Town of Parker  
20120 East Mainstreet  
Parker, CO 80138

Regarding: Property Owner Project Authorization  
Project Address & Description: \_\_\_\_\_  
eTRAKIT Number: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I am the **legal owner of record of the land (not the business)** referenced in the project address above, and do hereby authorize the following person and company, to act as the owner's representative to process this application on behalf of the subject property: \_\_\_\_\_  
\_\_\_\_\_

I understand that in the review of this project, by providing this authorization, I will allow Town of Parker Staff to enter the subject property for purposes of evaluating this land use request, as the specifics of this application may require.

\_\_\_\_\_  
Signature of Property Owner

**Print Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_