



Sign Permit Application

Site / Business Information

Business Name: _____

Address/Location of Site: _____

Assessor's Parcel ID: _____

Property Owner Information

Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Home/Cell Phone: _____ Fax Phone: _____

Work Phone: _____ E-mail: _____

Contractor Information (If Applicable)

Contractor: _____ Contractor License No: _____

Address: _____

City: _____ State: _____ Zip: _____

Home/Cell Phone: _____ Fax Phone: _____

Work Phone: _____ E-mail: _____

Requirements

Please submit with this application **one (1)** copy of a site plan or survey and conceptual drawing of the sign(s); **OR for reduced processing time**, you may submit PDF attachments of these through **email**. These diagrams must show the site property boundaries (property lines), all structures on the property, all structures on adjacent lots, all rights-of-way and easement locations, and the proposed location of the sign(s) on the property, including the distances from the sign(s) to the property lines and rights-of-way. If submitting through email, send to signpermit@centennialco.gov. **Please put "New Sign Application" in the subject line.**

It is the responsibility of the Applicant to verify all locations of property lines, rights-of-way, and easements when applying for a sign permit. NOTE: The location of a property line is most often NOT along a sidewalk or curb. [EMC components and multi-tenant EMC applications must include a signed EMC Specifications and Operational Criteria Acknowledgement.](#)

If any *new* electrical work will be done you will be required to obtain an Electrical Permit from the Building Department.

Also, before digging please contact the State Utility Notification Center at 1-800-922-1987.

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Sign Information

Value of Proposed Sign (Labor & Materials): _____

Sign Type	Illuminated (Yes/No)	Signable Area (sq. feet) or Height (feet, Freestanding only)	Sign Dimensions (feet)	Single or Multi-Tenant Building?	*Building Façade Width (Feet)
Fascia/ Wall Sign					
Monument/ Freestanding					

*For primary wall signs use entire building façade width

Acknowledgements and Signature

I certify that I have read this application and state that the above information is correct, and agree not to start sign installation until this application has been approved and I have received and signed my City of Centennial permit. I certify that I have authority to request and sign for this permit as, or on behalf of, the property owner. I agree to comply with the laws of the State of Colorado and the zoning regulations and building code of the City of Centennial, and any violation of these will cause immediate revocation of the sign permit.

Owner(s) Name (Required): _____

Owner(s) Signature (Required): _____ Date _____

Contractor Name (If Applicable): _____

Contractor Signature (If Applicable): _____ Date _____

Owner(s) signature is required for all sign permit applications

Official Use Only

Case Information	Sign Permit (Owner Installed)	Sign Permit (Contractor Installed)	Staff Comments	
Case No.:	Review Fee (Value-\$300) x 7%:	Review Fee (Value-\$300) x 7%:	Approved:	Yes
Case Reviewer:	City Use Tax Value x 2.5%:	City Use Tax ½ Value x 2.5%:		No
Zone District:	County Use Tax Value x .25%:	County Use Tax ½ Value x .25%:	Reviewer Initials:	
Plan Reference:	Total Fee:	Total Fee:	Date Reviewed:	

**** Please visit www.centennialco.gov/inspections or call (303) 754-3305 to schedule an inspection after installation of sign is complete****