



City of Aspen

130 South Galena Street, Aspen, Colorado 81611
Phone (970) 920-5090 Fax (970) 920-5440

Sign Permit

PERMIT NO. _____

Business Name and Location:	Parcel ID (call 920-5160)
-----------------------------	---------------------------

Best Contact Name/Phone/Cell Phone/E-mail

Business Owner:	Address	Phone No	E-mail
-----------------	---------	----------	--------

Property Owner/HOA:	Phone No.	Alternate Phone No.	E-mail
---------------------	-----------	---------------------	--------

Business Type: Retail/Restaurant Office Residential Arts, Cultural, Civic, Academic Recreational Lodge

Number of existing signs and type: Wall signs: ____ Projecting/Blade signs: ____ Awning signs: ____ Freestanding Signs: ____ Window signs: ____ Other: ____

Number of proposed signs and type: Wall signs: ____ Projecting/Blade signs: ____ Awning signs: ____ Freestanding Signs: ____ Window signs: ____ Other: ____

Material of proposed signs:	Will the sign(s) be illuminated? <input type="checkbox"/> yes <input type="checkbox"/> no	Do you anticipate using a sandwich board sign? <input type="checkbox"/> yes <input type="checkbox"/> no
-----------------------------	--	--

For the permit review, please submit the following material:

<input type="checkbox"/> Horizontal length of all business frontages	<input type="checkbox"/> Dimensions of all proposed signage for the business
<input type="checkbox"/> Location of proposed signage	<input type="checkbox"/> Dimensions of all existing signage for the business
<input type="checkbox"/> If illuminated, show the proposed lighting	<input type="checkbox"/> Letter of approval from the property owner/HOA
<input type="checkbox"/> For sandwich board, show location	<input type="checkbox"/> A description of how sign(s) will be mounted to building

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. **It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes.**

Contractor Signature	Print Name	Date
----------------------	------------	------

Business Owner Signature	Print Name	Date
--------------------------	------------	------

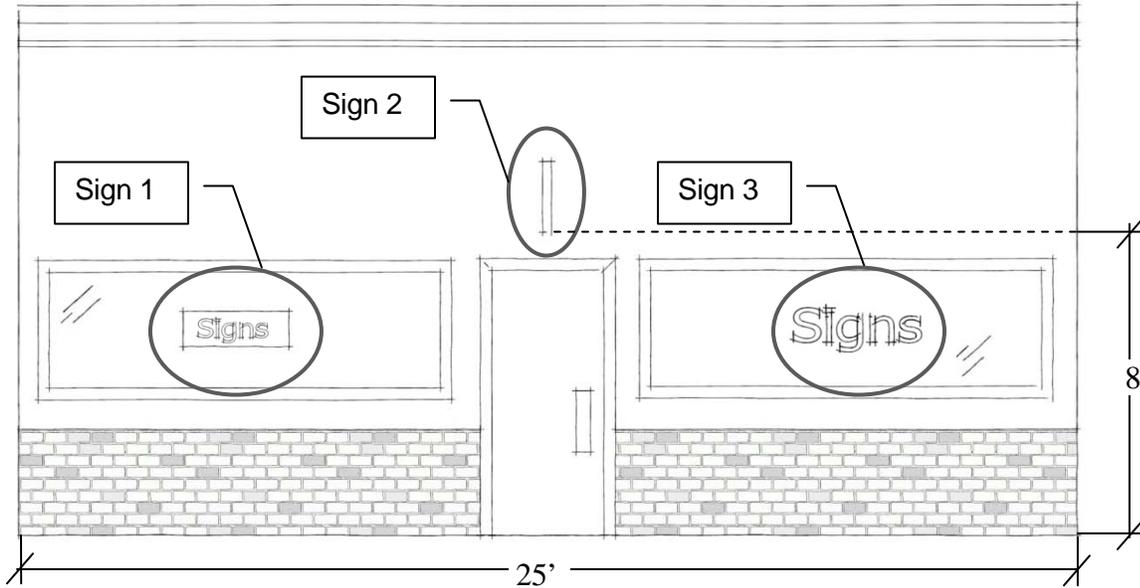
FOR CITY USE ONLY

Zone District:	Approved location for sandwich board sign: <input type="checkbox"/> yes <input type="checkbox"/> no	Historic Property? <input type="checkbox"/> yes <input type="checkbox"/> no	HPC Certificate of Appropriateness <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> N/A	Application Accepted by:
----------------	--	--	---	--------------------------

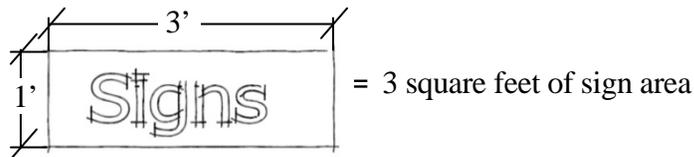
APPROVALS	<input checked="" type="checkbox"/>	Authorized by:	Date	Comments:	Date:
Zoning					Permit received by:
HPC					Date:
Engineering					
Parks					

Receipts:

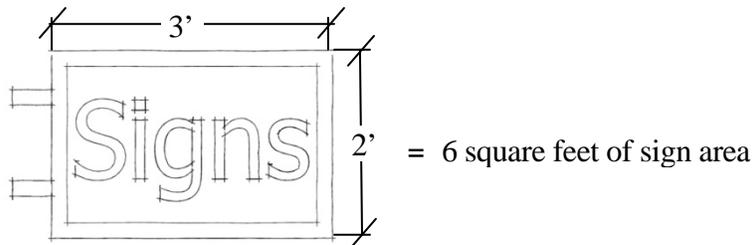
Please submit your permit with the following type of information and documents:



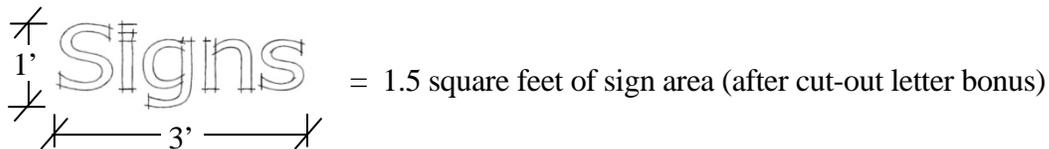
Sign 1: Window decal with solid background, vinyl.



Sign 2: Projecting sign, wood



Sign 3: Window decal with cut-out letters, vinyl



Please also attach:

- Letter from the property owner, property manager, HOA, or board of directors
- How the sign will be installed into the building
- Any lighting plans