

SIGN PERMIT CHECKLIST

1. **Building Permit Application Through CityView**

- See instructions [here](#) or at <https://cityviewportal.thorntonco.gov/cityviewhelp/>
- Sign contractor must be licensed with city of Thornton
- Description of work should include if sign is illuminated and if hook up is existing within five feet
- Indicate value of work
- Provide electrical contractor and signed permission slip (if new electrical being installed)

2. **Scaled drawings of proposed sign(s) in PDF form**

3. **Scaled building elevations (if sign is attached to building) in PDF form**

- Show the dimension of the building (height and width)
- Show the sign on the building

4. **Scaled Site Plan – in PDF form**

- Show dimensions from the property line to the sign
- Show all major structures: signs, buildings, streets, etc.

5. **For Electronic Signs:**

- Provide a letter of compliance with Municipal Code [Sec. 18-750](#) requirements
- Wall signs shall comply with Sections [18-730](#) and [18-735](#). Monument signs shall comply with Sections [18-740](#) and [18-743](#).
- Electronic Changeable Copy Signs must comply with the definition of Electronic Changeable Copy in [Article XI](#)

Links:

Planning: <https://www.thorntonco.gov/government/citydevelopment/Pages/Signs.aspx>
Email: Pod.Info@thorntonco.gov

Building: <https://www.thorntonco.gov/government/citydevelopment/Pages/building-inspection.aspx>
Email: buildings@thorntonco.gov

Review Process:

Review Time: In most cases, the application will be reviewed within 5 business days. Once the application has been reviewed, Building Inspection will contact you with the status of your application and fees.

Fees: Based on the valuation of the labor and materials

Permits are effective for 180 days from date of issuance or from date of last inspection. Extension requests can be emailed to buildings@thorntonco.gov.