

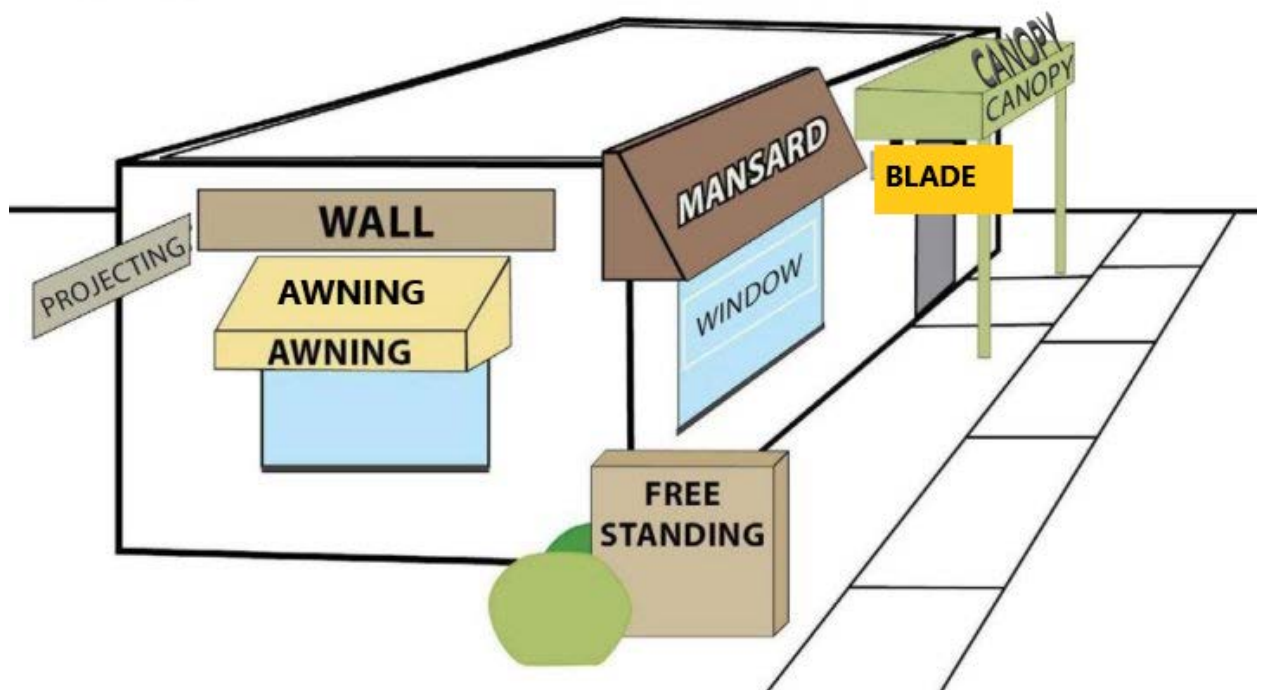


TO INSTALL PERMANENT SIGNAGE ON A BUSINESS:

1. **Review it.** Review the 2018 City of Longmont Sign Code on the City website. (www.longmontcolorado.gov) For specific questions about the Sign Code, contact Planning and Development Services in the Development Services Center at 385 Kimbark St. or call (303) 651-8330.
2. **Design It.** Once you have determined what kind of signage you wish to install, you will need to create an architectural drawing and design renderings. Submittals must include the following items: completed application forms; dimensioned graphic plans identifying sign style, location, size (area) and height; materials and colors for signs, frames, brackets and bases; details of sign lighting including brightness levels; method of attachment to the building or ground as applicable. Contact Planning and Development Services regarding applicable building, fire and sign code requirements.
3. **Permit it.** Before you install, you will need a permit. Completed sign permit applications may be submitted at the City of Longmont Development Service Center at 385 Kimbark St. Longmont CO 80501 or emailed in PDF form to building.inspection@longmontcolorado.gov. Permit will be reviewed for compliance with the code. Permit cost is based on the cost of the sign. This process should take no more than 14 days.

If you own the building, you or your licensed sign contractor must apply for a sign permit from the City of Longmont. If you are the tenant, your licensed sign contractor must apply for the sign permit from the City. Signs that hang over public property (such as a sidewalk) will most likely also require a Use of Public Places Permit from the City. Sign applications are available on the City website at www.longmontcolorado.gov (type *Applications for Permit* into the search box and click on the first link)

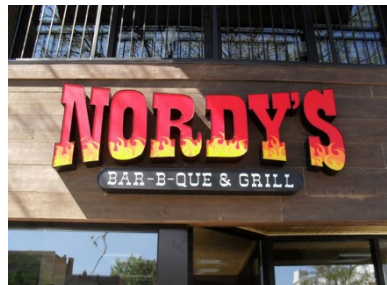
Sign Types



Creative sign designs are encouraged by the new Longmont Sign Code and there are incentives for signs that utilize the following styles, except that wall signs shall not exceed 70 percent of the building frontage and all signs shall be appropriately scaled and compatible with buildings and other features of the site.



Wall, projecting, or freestanding cabinet sign with **routed metal face on opaque background** – 20 percent increase in sign area.



Wall, projecting, canopy or freestanding signs using **individual pan channel lettering** – 30 percent increase in sign area and placement of one sign per sign wall above first story.



Wall, projecting, canopy or freestanding signs using **reverse pan channel lettering with halo illumination** – a 50 percent increase in sign area and placement of one sign per sign wall above first story.



Wall, projecting, canopy or freestanding signs with **external illumination using gooseneck or similar fixtures** (not including cabinet signs) – a 50 percent increase in sign area.
