



BUILDING SERVICES

USE OF PUBLIC PLACES APPLICATION

385 Kimbark Street, Longmont, CO 80501
T 303-651-8332 F 303-651-8930
building.inspection@longmontcolorado.gov

Permit #: _____

Check one:

- Fence Awning Projecting Sign Business Extension Merchandise Display
- Portable Sign Other _____

Applicant Information:

Check one:

- Corporation Partnership Individual / Sole Proprietor LLC Association or Other

Name of Applicant (s) - If Business, list partnership, list partners names (at least two); if corporation name of corporation:

Address/Residence:

Name of Business: _____

Address: (Street) _____

(City) _____ (State) _____ (Zip Code) _____

Mailing Address (if same as business address leave blank): _____

Phone: _____

Email Address: _____

Sales Tax License #: _____

Name of Insured on Certificate of Insurance: _____

Certificate of Insurance is valid from: _____ to _____

Please refer to the appropriate section for documents required with this application:
(Please attach this checklist to your application)

Fence, Awning, Projecting and/or Portable Sign or Other:

- Completed Application
- \$50 one time fee per application. (Make checks payable to City of Longmont.)
- Certificate of Insurance, naming City of Longmont as **Additional Insured**, in the liability amounts of 1 million general liability 2 million aggregate. Can petition in writing to the City Manager for full or partial waiver of insurance requirement.
- Accurate Plot Plan showing the location, size, and type of construction of the proposed improvement. The documents need to be no larger than 8 ½ x 11. Please include the dimensions of the right-of-way and the area that will be taken up by the fence or other improvement. Also, include any permanent structures that are in the immediate area such as fire hydrants, light poles, benches, and planters. Also, name the cross streets. Include an elevation drawing.

Over

Business Extension and/or portable sign:

- Completed Application**
- \$50 one time fee.** (Make checks payable to City of Longmont.) .
- Certificate of Insurance, naming City of Longmont as Additional Insured,** in the liability amounts of 1 million general liability 2 million aggregate. Can petition in writing to the City Manager for full or partial waiver of insurance requirement.
- Accurate Plot Plan showing the location, size, and type of construction of the proposed improvement.** The documents need to be no larger than 8 ½ x 11. Please include the dimensions of the right-of-way and the area that will be taken up by the fence or other improvement. Also, include any permanent structures that are in the immediate area such as fire hydrants, light poles, benches, and planters. Also, name the cross streets. Include an elevation of the building and improvement.

Merchandise Display and/or portable sign:

- Completed Application**
- \$50 one time fee.** (Make checks payable to City of Longmont.) .
- Certificate of Insurance naming, City of Longmont as Additional Insured,** in the liability amounts of 1 million general liability 2 million aggregate. Can petition in writing to the City Manager for full or partial waiver of insurance requirement.
- Accurate Plot Plan showing the location, size, and type of merchandise displayed.** The documents need to be no larger than 8 ½ x 11. Please include the dimensions of the right-of-way and the area that will be taken up by the merchandise display. Also, include any permanent structures that are in the immediate area such as fire hydrants, light poles, benches, and planters. Also, name the cross streets.
- Accurate Elevation (s) of building showing the location, size, and type of merchandise displayed.** The documents need to be no larger than 8 ½ x 11.

By signing this application you agree that you've received a copy of the requirements pertaining to the permit type and that you have read and understand the requirements.

I acknowledge that the information contained in this application is true, correct, and complete to the best of my knowledge.

Please print name: _____

Signature: _____ **Date:** _____