



Permit Number: _____

Building & Code Enforcement

2255 West Berry Avenue
Littleton, Colorado 80120
303-795-3751

PORTABLE SIGN PERMIT APPLICATION

(Maximum size 2ft wide by 4ft tall)

Business Name: _____

Business Owner Name (Applicant / Permit Holder): _____

Email: _____ Phone Number: _____

Subject Address: _____

Property Owner Name: _____ Phone Number: _____

Email: _____ Sign Valuation (All material/labor): \$ _____

The following documents are required submittals with this application: Site Plan and Sign Drawings including dimensions, size, materials, Support and Anchoring System. Sign Valuation (All materials/labor): see Permit Fee Schedule

This permit is hereby requested by the above business to allow placement of a portable sign on (please check one below; either private or public property):

PRIVATE PROPERTY Placement of a portable sign on private property for a total period not to exceed one year subject to Littleton City Code section 10-17-6-6(J) and the following condition:

1. The permit holder shall comply with the approved site plan illustrating the location of the portable sign, and attached hereto and incorporated herein to this permit.

PUBLIC RIGHT-OF-WAY (Allowed only on properties without private property) Placement of a portable sign on the public right-of-way for a total period not to exceed one year subject to Littleton City Code section 10-17-6-6(J) and the following conditions:

1. The permit holder shall comply with the approved site plan illustrating the location of the portable sign, and attached hereto and incorporated herein to this permit.
2. The portable sign approved on the PUBLIC RIGHT-OF-WAY (the sidewalk) along the front face of the business, with the condition that a **clear area of at least six feet be maintained**, to allow passage of pedestrians. This clear area shall be detailed on the approved site plan.
3. The permit holder shall execute an indemnification agreement indemnifying the city and its officials from any cause, action, damages, expenses or claim arising out of injuries in the public right of way from the use of, location, and or placement of the portable sign.

I hereby accept the terms and conditions stated above, and understand there are additional conditions and code requirements not listed here that must be complied with.

Applicant / Permit Holder Signature: _____ Date: _____

Printed Name: _____ Fee Paid: \$ _____

Submittal Checklist:

- Site Plan
- Sign Drawing or Photo (include sign dimensions, size, materials)
- Indemnification Agreement (required for signs on the PUBLIC RIGHT-OF-WAY)

CITY APPROVAL (sign & print name): _____ **DATE:** _____