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Town of New Castle
PO Box 90
450 W. Main Street
New Castle, Co 81647

SIGN PERMIT APPLICATION

Section 1

Date: _____ Applicant: _____ Phone: (____) _____

Mailing Address: _____ Town & Zip: _____

Section 2

Address of Sign: _____ Property owner: _____

Mailing Address of property owner: _____ Town & Zip: _____

Phone: (____) _____ Legal description of property where the sign is located: Lot _____ Block _____

Section 3

Contractors License may be required. Contact Building Official for details.

Contractor: _____ Mailing Address: _____ Phone: (____) _____

Town & Zip: _____ New Castle Contractors License number: # _____

Section 4

Type of Installation

Residential: New Repair Total sq. footage of sign: _____ (one side only)

Commercial: New Repair Total sq. footage of sign: _____ (one side only)

Section 5

Please attach to sign permit:

- 1) Legible accurately scaled site plans which include the specific location of the sign and setbacks to adjacent property lines and buildings
- 2) A detailed accurately scaled drawing indicating the dimensions, materials and colors of the proposed sign structure (A certification by a structural engineer may be required by the Building Official for a freestanding sign or projecting sign)
- 3) A graphic drawing or photograph of the sign copy
- 4) A description of the lighting to be used including a listing of the energy conservation measures in sign (light fixture type(s), materials used, etc.) fixture specifications, bulb type, wattage and placement, and an estimate of energy consumption by the sign
- 5) Proof of premises liability insurance covering freestanding signs, projecting and wall signs. If sign is to be located

