



**SIGN PERMIT GUIDELINES FOR
CENTRAL BUSINESS (CB) RESIDENTIAL/BUSINESS (R/B) and OPEN AND RECREATION (O)**
[\[Code 14.40.010 \(b\)\]](#)

The following guidelines are an overview. Applicants are responsible for understanding the code ([Title 14-Signs](#)) and encouraged to read it in its entirety. The town specifically disclaims any and all liability for the construction, improvement, maintenance and repairs or replacement of any signs. The liability for construction, improvement, maintenance, repairs and replacement is with the owner of the signs who shall be liable in the event of any injury caused by those activities and shall indemnify and hold the town harmless from any liability.

Fees:

All fees must be paid at the time of application and are non-refundable.

- Wall/mansard/canopy/awning OR projecting sign = \$50 (onetime fee)
- Sandwich board/sidewalk sign = \$35 (onetime fee)

Application Process:

Submit to the Office of the Town Clerk:

1. A completed application
2. Appropriate non-refundable fee(s)
3. One complete scale drawing (showing size, shape, design, materials, plot plan of site, including any required landscaping, specific sign location, elevation of sign on building, content, mounting method and lighting). Scale drawings and engineering specifications as required by this title.

Size Limits:

For wall, mansard, canopy or awning signs:

- Sign cannot be more than 60 square feet
- If made from fabric, or a non-rigid material, the sign must be enclosed within a framework

For projecting signs:

- Display area maximum is 12 square feet
- Projecting signs shall be located perpendicular to the building façade
- Sign cannot project more than 4 feet from the building wall to which it is attached
- If sign is over any pedestrian way, the sign must be at least 8 feet above the sidewalk

For sandwich board/sidewalk signs:

- One nonilluminated allowed per business
- Must be placed on private property
- Must be within 10 feet of the front door or within a designated outdoor eating area.
- Must allow a 3-foot passageway for pedestrian accessibility and not block entrance access
- Sign cannot be more than 30 inches wide and 42 inches high
- Sign must be weighted at the base to provide stability
- Maximum of two sign faces allowed per sign
- Sign must be moved inside the business when the business is closed

Determining the area of signs [[Code 14.25.010](#)]:

The area shall be determined within a single continuous perimeter composed of any straight-line geometric figure which encloses the extreme limits of the advertising message. If a sign is composed of individual letters or symbols using the wall as the background (signs without backing) with no added decoration, the total sign area shall be calculated by measuring the area within the perimeter of one geometric figure encompassing all letters or symbols. The combined area of the individual figures shall be considered the total sign area and shall be contained in a geometric figure.

Safety Standards [[Code 14.45.010](#)]:

- Sign structures must be engineered to withstand a wind load of a minimum of 30 pounds per square foot of sign area without failure of face retention system or sign structure
- For projecting signs over 10 feet high, area engineering data sufficient to prove the reliability of the structure and the foundation shall be submitted with the drawings at the time of permit application. All such signs must be inspected and approved prior to installation of the support structure.
- Anchors and supports shall be guarded and protected when near driveways, parking lots or similar locations where they could be damaged by moving vehicles. Signs attached to masonry, concrete or steel shall be safely and securely fastened thereto by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to support safely the loads applied. No anchor or support of any sign, except flat wall signs, shall be connected to or supported by an unbraced parapet wall.
- Electric signs shall be built in accordance with Underwriter's Laboratories specifications using approved materials. Electrical wiring shall be concealed and shall comply with all applicable state or county electrical codes. Proof of such compliance shall be required prior to the issuance of a permit.

Installation of Sign(s):

The installer of a new sign must give 24 hours' notice to the town of intent to install so the town can have an inspector on site to assure compliance with the sign plan and this title. Such notice and installation shall be during regular business hours. [[Code 14.55.010](#)]

Questions:

Contact Community Development at planning@townofgranby.com or (970) 887-2501 x 206