



A business owner's guide to Temporary Commercial Signs

FREQUENTLY ASKED QUESTIONS:

Do I need a permit for each temporary sign?

Nearly all temporary signs in Broomfield need a temporary sign permit. A few signs such as real estate signs and public hearing signs do not require permits. If the purpose of the sign is to advertise a sale, promotion, or commercial event, then the sign will require a temporary commercial sign permit. We suggest that you verify through City Staff whether a temporary commercial sign permit is needed for your particular sign.

Who do I call with questions regarding temporary sign regulations?

Please call the Planning Division at 303-438-6284 with any sign questions.

How do I apply for a temporary commercial sign permit?

An application obtained from the Planning Division is required. In addition, you will need to provide information regarding the size of the sign, business/tenant floor area, where the sign will be located, and the duration of the sign display. Please review the placement and duration requirements prior to submitting your application.

TEMPORARY COMMERCIAL SIGNS WALL MOUNTED SIGNS:

Maximum Size per Temporary Wall Sign

75 Square feet per sign regardless of business size

Number of Temporary Wall Mounted Signs permitted per business/tenant

The number of wall signs permitted is based on the business/tenant floor area as follows:

- Less than 35,000 sq. ft. = 1 sign
- 35,000 to 100,000 sq. ft. = 2 signs
- Greater than 100,000 sq. ft. = 3 signs

Illumination

Temporary signs cannot be illuminated.

Placement

Banners must be fastened to the building and placed so as not to create hazardous or unsafe conditions. Banners must not block access to windows or doors.

Banners cannot be hung from trees or be strung from posts in landscaping areas.

DISCLAIMER

This document is intended to provide a brief explanation of temporary sign regulations in the City and County of Broomfield. Due to space limitations, only select portions of the Broomfield regulations have been included here. This brochure should not be relied upon as a final source of information. Always refer to the Broomfield Municipal Code to get complete and up-to-date information concerning Broomfield's latest temporary sign regulations. The Broomfield Municipal Code can be found at www.Broomfield.org

Planning Division
City and County of Broomfield
One DesCombes Drive
Broomfield, CO 80020

Duration:

Signs can be displayed for no more than 30 consecutive days. There is a required 30-day waiting period between the issuance of temporary commercial sign permits for wall mounted signs.

Sign Permit Display:

Each permitted temporary commercial sign is issued a permit sticker. The permit sticker must be displayed on the front of the sign at the lower left hand corner.

DO NOT:

*There are too many signs for tenant size.
One sign impedes pedestrian access.*

DO:

Sign placed so that it does not impede pedestrian access.



Temporary Commercial Signs – Freestanding Signs

Maximum Size per Sign

Signs cannot exceed two (2) feet by three (3) feet.

Number of Temporary Freestanding Signs permitted per business/tenant

The number of freestanding signs permitted is based on the business/tenant floor area as follows:

Less than 35,000 sq. ft. = 1 sign

35,000 to 100,000 sq. ft. = 2 signs

Greater than 100,000 sq. ft. = 3 signs

Duration:

Each temporary sign permit for freestanding temporary signs is valid for a one year period. You are welcome to apply for an annual renewal provided that the sign remains in good condition and in compliance with all other requirements.

Illumination

Temporary signs cannot be illuminated.

Property Owner Permission

Temporary signs may be displayed on private property only. You must have permission of the property owner.

Sign Permit Display:

Each permitted temporary commercial sign is issued a permit sticker. The permit sticker must be displayed on one side of the freestanding sign at the lower left hand corner.

DO NOT:

The signs at this shopping center are located too close together along the perimeter of the site.



DO NOT:

The sign is placed between the sidewalk and the street.



Placement

1. The sign must be placed at least one (1) foot behind sidewalk. If there is no sidewalk, then the sign must be at least five (5) feet from the back of curb.
2. The sign must be at least thirty (30) feet from the edge of any access drive or street intersection.
3. The sign must not be placed where there is less than four (4) feet of horizontal clearance for pedestrian passage or at any other location that would pose a potential hazard to pedestrian traffic.
4. Businesses in a shopping center or other multi-tenant complex may place temporary freestanding signs adjacent to the business, at the perimeter of the site, or in a landscaped common area in conformance with all other requirements.
5. There should be at least a twenty-five (25) foot separation between signs for multi-tenant centers.
6. Temporary signs cannot be placed in any raised, painted, or landscaped medians in public streets.
7. Off-site signage is **not** permitted. The freestanding sign must be located on the same property as the business for which it is advertising or within common property of the shopping center in which the business is located.

DO:

The signs at this shopping center are located at least 25 feet apart along the perimeter of the site.



DO:

The sign is placed at least one foot behind the sidewalk.

