

# NEW BUSINESS CHECKLIST

City of Northglenn Economic Development Division | 303.450.8743 | [www.northglenn.org/biz](http://www.northglenn.org/biz)

Thank you for bringing your business to Northglenn. Going over this list will help streamline the new business approval process and make sure you have all the correct documentation for a successful opening.

You may not need approvals and permits from all the listed departments and agencies. If you have any questions, please use the related information to contact the city for guidance.

## Step-by-Step Approach to Starting a New Business

1

Contact the Economic Development Department.

Shannon Fields [sfields@northglenn.org](mailto:sfields@northglenn.org), 303.450.8938

Allison Moeding [amoeding@northglenn.org](mailto:amoeding@northglenn.org), 303.450.8743

2

Complete [Change of Use Application and IP Questionnaire](#) and return to the Planning and Development Department.

Contact: [development@northglenn.org](mailto:development@northglenn.org) or 303.450.8739

Home Occupations will be required to complete a [Home Occupation Agreement](#).

3

Reach out to all departments included in the comments section, provided on the Change of Use Application. ALL comments will need to be addressed prior to issuance of a Certificate of Occupancy.

If interior work is planned, construction plans will require approval from the Building Department and North Metro Fire Rescue District.

4

Contact the Building Department and North Metro Fire Rescue District for permitting and/or inspections. Contact: Building Department at [building@northglenn.org](mailto:building@northglenn.org), 303.450.8745 and NMFRD inspections - Jason Blanski at 303.252.3544 or [jason.blanski@northmetrofire.org](mailto:jason.blanski@northmetrofire.org).

Each City department will conduct its own inspection. Additional documents may be required based on comments businesses receive in Step 3.

5

All businesses must complete a [Business License Application](#). Contact: [salestax@northglenn.org](mailto:salestax@northglenn.org) or call 303.450.8729.

6

Inspections completed and passed.

7

Certificate of Occupancy is issued by the Building Department and business may open to the public.



DISCOVER *Northglenn*

**Questions?** Contact Economic Development Department  
Shannon Fields at 303.450.8938 or [sfields@northglenn.org](mailto:sfields@northglenn.org);  
Allison Moeding at 303.450.8743 or [amoeding@northglenn.org](mailto:amoeding@northglenn.org)



## Northglenn Permits

Type	You Need This If	Online	Contact
<input type="checkbox"/> <b>Amusement</b>	You have coin operated amusement devices such as arcade games, pool tables, crane games, etc.	<a href="http://www.northglenn.org/amusement">www.northglenn.org/amusement</a>	City Clerk's Office Lisa Andrews, landrews@northglenn.org or 303.450.8755
<input type="checkbox"/> <b>Guard Dog</b>	You have a guard dog at your place of business.	<a href="http://www.northglenn.org/guarddog">www.northglenn.org/guarddog</a>	City Clerk's Office (see above)
<input type="checkbox"/> <b>Door to Door Sales</b>	You sell items door to door.	<a href="http://www.northglenn.org/peddler">www.northglenn.org/peddler</a>	City Clerk's Office (see above)
<input type="checkbox"/> <b>Parks Permit</b>	You sell items in a Northglenn park or open space area.	<a href="http://www.northglenn.org/parksboard">www.northglenn.org/parksboard</a>	Parks and Rec Department Belia Straushein, bstraushein@northglenn.org

## Northglenn Licenses

Contact Lisa Andrews in the City Clerk Office at 303.450.8755 or landrews@northglenn.org for information on any of these licenses. \* – License required by City and State

Type	You Need This If	Online
<input type="checkbox"/> <b>Liquor License*</b>	You sell or distribute any alcoholic beverages.	<a href="http://www.northglenn.org/liquorlicense">www.northglenn.org/liquorlicense</a> and <a href="http://www.colorado.gov/pacific/enforcement/liquor">www.colorado.gov/pacific/enforcement/liquor</a>
<input type="checkbox"/> <b>Marijuana License*</b>	You operate a medical or retail marijuana business.	<a href="http://www.northglenn.org/mbi">www.northglenn.org/mbi</a> and <a href="http://www.colorado.gov/pacific/enforcement/application-and-licensing-marijuana-enforcement">www.colorado.gov/pacific/enforcement/application-and-licensing-marijuana-enforcement</a>
<input type="checkbox"/> <b>Massage Service License</b>	You provide massage services solely by State of Colorado Certified Massage Therapists. Proof of certification is needed.	<a href="http://www.northglenn.org/massage">www.northglenn.org/massage</a> and <a href="http://www.colorado.gov/pacific/dora/Massage_Therapy">www.colorado.gov/pacific/dora/Massage_Therapy</a>
<input type="checkbox"/> <b>Massage Parlor License</b>	You provide massage services with one or more persons who are not certified with the state as a massage therapist.	<a href="http://www.northglenn.org/massage">www.northglenn.org/massage</a>
<input type="checkbox"/> <b>Non-Alcoholic Dance Club License</b>	On a regular basis, you provide live or recorded music and a dance floor, but do not serve alcohol.	<a href="http://www.northglenn.org/danceclub">www.northglenn.org/danceclub</a>
<input type="checkbox"/> <b>Pawn Broker License</b>	You operate a pawn shop, offering secured loans with items of personal property used as collateral.	<a href="http://www.northglenn.org/pawnbroker">www.northglenn.org/pawnbroker</a>
<input type="checkbox"/> <b>Admissions Tax License</b>	You charge admission to your establishment for an event or performance.	<a href="http://www.northglenn.org/admission">www.northglenn.org/admission</a>
<input type="checkbox"/> <b>Sexually-Oriented Business License</b>	You operate a sexually-oriented business. See Section 11-54-1 of the city's Municipal Code for a complete definition.	<a href="http://www.northglenn.org/adultbusiness">www.northglenn.org/adultbusiness</a>

# City of Northglenn New Business Checklist

## State of Colorado

- ☐ **State of Colorado Sales Tax License** – If your business sells goods, food or merchandise you will need a sales tax license, you must attach a copy of it to your Northglenn Business License Application. Apply for a state sales tax license in person or by mail with the Colorado Department of Revenue, 1375 Sherman St., Denver, CO, 80261.

**Contact:** Colorado Department of Revenue, 303.238.7378

**More information:** [www.colorado.gov/apps/jboss/cbe/start-business.xhtml](http://www.colorado.gov/apps/jboss/cbe/start-business.xhtml)

- ☐ **Enterprise Zone State Income Tax Credits** – The majority of businesses are located in the State of Colorado's enterprise zone. In order to be eligible for various state income tax credits, it is very IMPORTANT to pre-certify in ADVANCE of making any equipment investments, hiring employees and other potential credits at [www.oedit.colorado.gov/enterprise-zone-program](http://www.oedit.colorado.gov/enterprise-zone-program).

**More information:** [www.northglenn.org/incentives](http://www.northglenn.org/incentives) (bottom of page)

- ☐ **Hazardous Material Removal** – If your business is moving into part or all of an existing structure, you may have hazardous materials present, such as asbestos or lead-based paint. Removal of this material must be done in accordance with federal and state law. Permits for the removal of hazardous material can be acquired at the Colorado Department of Public Health and Environment. City building permits cannot be issued for impacted buildings until proof of cleanup has been received from the state.

**Contact:** [asbestos@state.co.us](mailto:asbestos@state.co.us) or 303.692.3100 |

**More information:** [www.cdphe.state.co.us/ap/asbestos/](http://www.cdphe.state.co.us/ap/asbestos/)

- ☐ **Health Department License** – Adams County Health Department is the government agency that oversees Colorado's retail food establishment rules and regulations in Northglenn. If you are selling or serving food to the public, a license from Adams County Environmental Health is required.

Some exceptions include:

- Coffee
- Bottled or canned beverages
- Pre-packaged non-potentially hazardous foods such as chips and candy
- Non-potentially hazardous pastries and bagels that have been prepared in an approved facility.

The Adams County Environmental Health Office also oversees daycare and body art establishments, among others. Contact TCHD to see if your business needs to meet any of their requirements.

**Contact:** 303.288.6816

**More information:** <https://adamscountyhealthdepartment.org/retail-food-licensing>



## Planning & Development

11701 Community Center Drive

Northglenn, CO 80233

P: 303-450-8739

F: 303-450-8708

[northglenn.org](http://northglenn.org)

# CHANGE OF USE

## Zoning Permit Application Guide

### OVERVIEW

Change of Use Permits, also called Zoning Permits, are intended to be used to facilitate the opening of businesses in the City by verifying whether or not a use is permitted within a building or tenant lease space in accordance with the city's Unified Development Ordinance (UDO). A Zoning Permit is required for all businesses in Northglenn and will be distributed to all businesses applying for a business license and must be completed and returned to the Planning and Development Department. Zoning Permits require review and approval by Planning staff prior to any business being opened. This approval will provide confirmation that the use being proposed is compatible with the zoning of the property. **Please note that the approval of a Zoning Permit does not constitute approval from Building or Fire Departments or other agency codes or requirements.** However, Planning staff will provide you with comments from other city-wide departments that might be applicable to the opening of your business in Northglenn. As a result, you may be required to coordinate with other departments to address any specific requirements they may have. In some cases a pre-application meeting may be recommended.

### SUBMITTAL REQUIREMENTS

A Zoning Permit shall be submitted directly to the Planning and Development Department. You may submit application in person to the permit counter or via email at [development@northglenn.org](mailto:development@northglenn.org). The following application package must be submitted to the Planning and Development Department to commence review:

- ☐ Completed **Application** (see attached).
- ☐ Completed **Questionnaire** (see attached) that describes the proposed business.
- ☐ Completed **Industrial Pretreatment Questionnaire** required for all new businesses.

### PROCESS

- Prior to opening of your business, you will need to submit to the Planning and Development Department a fully completed Application and Questionnaire for a Zoning Permit. A Zoning Permit is required with any new business, change in business name, ownership, or location. A Zoning Permit can be applied for concurrently with a business license or any building permits that may be required prior to opening of your business.  
**DISCLAIMER – The issuance of a business license does not confirm that the use of the property is permitted in accordance with the underlying zoning for the property.**
- Zoning Permits are reviewed administratively by Planning staff. Planning staff will also forward the permit for review by various city departments, including but not limited to the following: Public Works (including engineering and utilities), Building, Economic Development, and Finance, if necessary.
- If the use being proposed is consistent with the underlying zoning of the property, the Zoning Permit will be issued by the City. If any conditions are associated with the approval, they will be noted on the permit.
- North Metro Fire Rescue District (NMFRD) conducts separate review of permits for compliance with the fire code. Separate approval may be required from NMFRD. You may contact NMFRD at 720-887-8217.

### CODE REQUIREMENTS

Chapter 11 of the Municipal Code is the city's Unified Development Ordinance (UDO). The city's various zone districts allow for different land uses. If you would like to know the zoning of your property, you can use the QuickZone link on the city's website (<http://biz.northglenn.org/quickzone>) or contact the Planning and Development Department directly at 303-450-8739 or via email at [development@northglenn.org](mailto:development@northglenn.org). You can obtain a list of allowed uses for the various zone districts by accessing the UDO through the City of Northglenn Municipal Code: [www.northglenn.org/municode](http://www.northglenn.org/municode).

**Planning & Development**

11701 Community Center Drive  
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P: 303-450-8739  
F: 303-450-8708  
[northglenn.org](http://northglenn.org)

**CHANGE OF USE**

Zoning Permit  
Application

**PROJECT INFORMATION**

Site Address: \_\_\_\_\_

Business Name: \_\_\_\_\_ ☐ New Building ☐ Existing Building

**PROPERTY OWNER(S) INFORMATION**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**TENANT INFORMATION (If other than owner)**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**OWNER(S) & AGENT CERTIFICATION**

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s)' Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF USE ONLY:**

Zoning: \_\_\_\_\_ Nonconformities: ☐ Yes ☐ No

Describe any NCs: \_\_\_\_\_

\_\_\_\_\_

☐ Approved ☐ Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Application Received:



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[northglenn.org](http://northglenn.org)

# CHANGE OF USE

## Zoning Permit Questionnaire

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

1. What is the proposed use of the building/tenant space? \_\_\_\_\_

2. Type of business: ☐ Retail ☐ Restaurant ☐ Office ☐ Manufacturing/Distribution ☐ Service ☐ Other

3. Provide a detailed description of operation/s to be performed within the building: \_\_\_\_\_

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4. What was the previous use of the building/tenant space? (If not known, please contact the property owner): \_\_\_\_\_

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5. Will there be any alterations to the interior or exterior of the building or tenant space: ☐ Yes ☐ No

Will a new or replacement plumbing fixtures be installed? ☐ Yes ☐ No

If yes to either of the two questions above, provide a description of the work proposed: \_\_\_\_\_

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6. What is the square footage of the building/lease area? \_\_\_\_\_

7. Is your business currently operating in Northglenn at a different address? ☐ Yes ☐ No

If yes, address: \_\_\_\_\_

8. The following uses require additional licensure. Please check any that apply to your business:

☐ Admissions/Events ☐ Amusement/Arcade ☐ Dance Club ☐ Liquor/Alcohol ☐ Marijuana

☐ Pawnbroker ☐ Peddler & Solicitor

9. Is there food preparation involved: ☐ Yes ☐ No

10. Number of employees: \_\_\_\_\_

11. Describe any specific *EQUIPMENT* and *MATERIALS* that may be used to conduct your business: \_\_\_\_\_

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Any outdoor storage of materials: ☐ Yes ☐ No If yes, describe: \_\_\_\_\_

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12. Are there any *CHEMICALS* that will be stored on site:

*INSIDE:* \_\_\_\_\_

*OUTSIDE:* \_\_\_\_\_



## Industrial Pretreatment Division

### Industrial Waste Questionnaire

Submit this completed and signed questionnaire via mail, email, or fax to:

City of Northglenn  
**Industrial Pretreatment Division**  
12301 Claude Court  
Northglenn, CO 80241

**Email:** [ipprogram@northglenn.org](mailto:ipprogram@northglenn.org)

**Phone:** 303.450.4026

**Fax:** 303.450.4020

**All Businesses Must Complete this Form to Fulfill EPA Regulation.**

For questions regarding this questionnaire, please contact the Industrial Pretreatment Division at 303.450.4026.

Based upon your business or wastewater discharge classification, an additional survey may be required.

#### I. Contact Information (Please Print or Type)

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Site Address (if different than mailing address): \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

#### II. Facility Operations and Wastewater Information

##### 1. Type of Business:

☐

Commercial

☐

Industrial

SIC Code(s): \_\_\_\_\_

##### 2. Check all activities which are or will be present at your facility:

☐

Assembly

☐

Automotive Services

☐

Biotechnology

☐

Dental Office

☐

Dry Cleaning/Laundry

☐

Electroplating

☐

Flammables/Explosives

☐

Food Processing

☐

Food Service/Restaurant

☐

Laboratory

☐

Machine Shop

☐

Manufacturing

☐

Material Transfer/Distribution

☐

Medical Office

☐

Metal Finishing

☐

Office (not medical)

☐

Painting/Stripping/Finishing

☐

Printing

☐

Photo Processing

☐

Research

☐

Retail

☐

Vehicle/Equipment Wash

☐

Warehousing

☐

Wholesale Trade

☐

Other (specify): \_\_\_\_\_

##### 3. Briefly describe your business activities (processes, products, services, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Industrial Waste Questionnaire

**4. Is your business a Food Service Establishment (FSE)\*?**☐ Yes☐ No

\* "Food Service Establishment," (FSE) is any facility engaging in preparing food for consumption by the public such as, but not limited to, restaurants, commercial kitchens, caterers, hotels, bakeries, public and private schools, hospitals, or care institutions.

**If yes, please fill out the Grease Interceptor Sizing Form (attached) and attach a kitchen design plan\*.**

\* The kitchen design plan should include drawings displaying the location of all kitchen equipment, floor sinks, and floor drains. Hand drawings or copies of plumbing/equipment plans are acceptable.

**5. Indicate the type and amount of solutions or materials used in manufacturing, cleaning, or other operations whose containers exhibit hazard warning labels.** (Attach additional sheets as needed or MSDS documents.

Amounts used should be listed in gallons/per day).

**6. Description of facilities** (Kitchen, number of restrooms, laundry facilities, chemical storage, etc.):

**7. Are there any floor drains in the work storage areas at your facility?**

☐ Yes☐ No

If yes, please list location(s): \_\_\_\_\_

**8. Water use** (What it is used for and the approximate quantities in gallon/per day?):

**III. Type of Wastewater Discharged into Municipal Sewer**

☐ Domestic☐ Industrial

"Domestic" (sanitary) wastewater is liquid wastes: (a) from the non-commercial preparation, cooking, and handling of food, (b) containing only human excrement and similar matter from the sanitary conveniences of dwellings, commercial buildings, industrial facilities, and institutions. All other wastewater should be considered "Industrial."

**Describe any pretreatment devices or processes used for treating wastewater or sludge.** (Grease interceptor,

DAF, filtration, pH adjustments, etc.): \_\_\_\_\_

**IV. Certificate of Information**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining this information reported herein, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Fats, Oils, and Grease (FOG) Policy

### Grease Interceptor Sizing Form

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Table 1: GGI Sizing Based on Fixture Flow

Fixture Type	Quantity	Fixture Surge Flow Rate (gpm)	Flow (gpm) = Quantity x Fixture Surge Flow Rate
Hand Sink		N/A <sup>1</sup>	N/A <sup>1</sup>
Bar Sink		N/A <sup>1</sup>	N/A <sup>1</sup>
Single Compartment Sink		20	
Double Compartment Sink		25	
Triple Compartment Sink		30	
Mop Sink		N/A <sup>1</sup>	N/A <sup>1</sup>
Wok Range (1-5 Wok Stations)		15	
Wok Range (5+ Wok Stations)		20	
Dishwasher (0-30 gallons)		15	
Dishwasher (30-50 gallons)		25	
Dishwasher (50-100 gallons)		40	
Floor Drains		N/A <sup>1</sup>	N/A <sup>1</sup>
Other <sup>2</sup> :			

Please Return Form To:

City of Northglenn

Attn: Industrial Pretreatment Program

2350 W. 112th Ave.

Northglenn, CO 80234

Phone: 303-450-4026

[ipprogram@northglenn.org](mailto:ipprogram@northglenn.org)

Total Flow (gpm)	
Loading Factor	
Coffee Shop=0.5	
Other Users <sup>3</sup> =1.0	
Retention Time	30 Minutes
GGI Size (gallons) =	
Total Flow x	
Loading Factor x	
Retention Time	
GGI Inlet Pipe Size <sup>4</sup>	
Maximum GGI Size	
(gallons) <sup>5</sup>	

Completed By (Please Print): \_\_\_\_\_

Completed By (Signature): \_\_\_\_\_

Date Completed: \_\_\_\_\_

\* Instructions, Notes, and Tables are Located on Next Page

***Grease Interceptor Sizing Form Instructions*****Instructions:**

- a) Form must be completed and stamped by a licensed Professional Engineer.
- b) Include with completed GI Sizing Form:
  - Completed Industrial Waste Questionnaire
  - Completed Tableized List of Fixtures
  - Building/Kitchen Floor Plan with Fixtures Noted
  - Anticipated BMPs used to limit FOG entering system
  - Anticipated maintenance schedule for grease interceptor
- c) Return completed form and attachment to the City of Northglenn

**Notes:**

- 1) Hand sinks, bar hand sinks, mop sinks, and floor drains must be counted and connected to the GGI, but due to the frequency of typical use, the surge flow rate is not included in the calculation.
- 2) The surge flow rate for plumbing fixtures not listed shall be based on manufacturer rating or drain pipe size in Table 2. If a fixture type is listed and the listed standard surge flow rate is larger than that provided by a manufacturer, the lower surge flow rate may be used. Documentation of manufacturer rating used in the calculations shall be provided during the plan review.
- 3) The Division may apply a loading factor other than 1.0 for users if special circumstances warrant.
- 4) Enter the maximum GGI size based on the inlet pipe size from Table 3.
- 5) If the calculated GGI size is greater than the maximum GGI size, than the maximum GGI size shall be used.

**Table 2:** Surge Flow Rates Based on Fixture Discharge Pipe Size

<b>Fixture Discharge Pipe Size (inches)</b>	<b>Surge Flow Rate (gpm)</b>
1.3	7.5
1.5	15
2.0	22
2.5	30
3.0	37.5
4.0	45

**Table 3:** GGI Sizing for Unified Building Shells and Maximum GGI Size

<b>GGI Inlet Pipe Size (inches)</b>	<b>GGI Size (gallons)</b>
2	600
3	2000
4	4000
5	7000
6	12000



## Step-by-Step Approach to How a Building Permit is Processed

**1** Northglenn Building Permits can be submitted on the [City's webpage](#). North Metro Fire Rescue District conducts separate review of building permits for fire code compliance. Submittals can be uploaded on [NMFRD webpage](#).

**2** Plan review fees require payment in [Community Core](#). Submitted building permit documents such as floor-plans, code analysis' or tenant finish drawings will be under review for approximately 10-15 business days\*.

Multiple drawing plan set reviews may be required. Each additional review will require an additional 10-15 business days to review and provide comments.

**3** Mechanical, Electrical and Plumber contractor information is required to be submitted into Community Core. Contractors must be licensed within the City of Northglenn. [Contractors license application](#).

Scope of work may require plan review by other city departments.

**4** Once all comments are rectified and the permit is ready to be issued remaining [Building Permit fees](#) will be required. Payment is processed in [Community Core](#). The construction/drawing plan set will be approved for construction and the permit issued.

**5** Construction begins. Contractors shall call for inspections as required throughout the construction phases and upon construction completion. If additional construction work is required based on failed or partial passed inspection, contractor will need to call for additional inspections.

Final inspections are required from the [Building Department](#) and [North Metro Fire Rescue District](#).

**6** Building Department obtains clearance from all other City Departments involved with the development.

If other City Departments have requirements, items are to be completed before the Building Department will issue the Certificate of Occupancy.

**7** Certificate of Occupancy is issued by the Building Department and business may open to the public.

\*Building Department review times may vary. NMFRD review times are longer than the 10-15 business day quoted.

\*NMFRD Life Safety Inspections are completed by Jason Blanski at 303.252.3544 or [jason.blanski@northmetrofire.org](mailto:jason.blanski@northmetrofire.org).

**Planning & Development**

11701 Community Center Drive

Northglenn, CO 80233

P: 303-450-8739

F: 303-450-8708

*northglenn.org***SIGN PERMIT APPLICATION****Application Guide****OVERVIEW**

The City of Northglenn Sign Code (Chapter 21 of the Municipal Code, [www.northglenn.org/municode](http://www.northglenn.org/municode)) promotes economic vitality for business, other non-residential uses and multi-family development in the community through consistent but flexible guidelines. This sign application guide is intended for the following uses: multi-family residential, business retail or service, office, institutional and industrial. This guide contains information intended to help customers understand Northglenn's Sign Code and when a sign permit is required.

The attached application form must be completed and submitted to the Building Division of the City's Planning & Development Department. Prior to approval of a sign permit, the Planning Division staff will review the site plan and elevation plans of the proposed signage for compliance with the regulations in the City's Sign Code. Additionally, the Building Division staff will review the signage for compliance with all applicable building code requirements, including but not limited to structural and electrical review.

There are two types of signs allowed in the city: permanent and temporary. Permanent signs are any sign with a structure that is permanently placed or affixed to a building or in the ground. Temporary signs are used only for regulated periods of time and are not permanently mounted.

**SUBMITTAL REQUIREMENTS**

The attached application must be completed to acquire a sign permit. The following information will be requested as part of the application:

1. Names and addresses of the applicant and owners of the sign.
2. The address where any signs are to be erected.
3. Type of sign (e.g. wall sign, monument sign, temporary sign, etc).
4. Valuation of the sign.
5. An illustration of the sign, showing all dimensions.
6. For freestanding signs, provide a site plan showing the sign location, other significant structures on the site, property lines, sidewalks and bike paths, and the distance from the curb to the sign.
7. For wall signs, show a drawing or photo of the complete building façade that includes the proposed sign location and the dimensions of both the sign and the building or tenant storefront.
8. Applicant and tenant/owner signature on the application indicating that the sign(s) comply with all the requirements of the Sign Code.

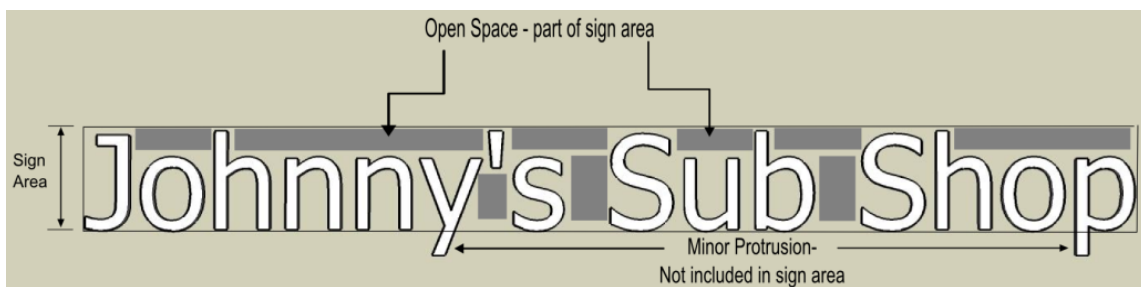
**WHEN IS A SIGN PERMIT REQUIRED?**

The majority of non-residential signs require a sign permit whether it is permanent or temporary. The following information outlines when a permit from the city is required and the performance standards that need to be met prior to the city approving the permit.

## PERMANENT NON-RESIDENTIAL SIGNAGE

Wall Signs		
Building or Tenant Façade (Sq. Ft.)	Allowed Sign Area (Sq. Ft.)	Max. Sign Area (Sq. Ft.)
≤250	N/A	25
251-1,000	10% of building or tenant façade	100
1,001-2,500		225
2,501-5,000		400
5,001+		450

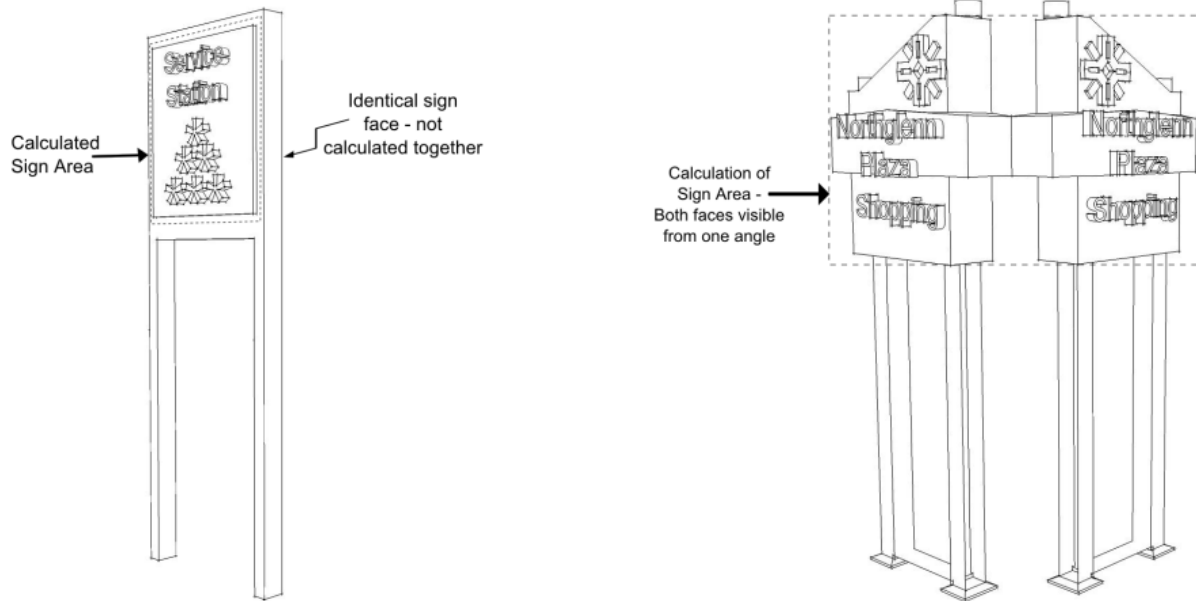
How to calculate the area of a wall sign:



How to calculate the building or tenant façade area:



Freestanding Signs					
Building Square Footage	Max. Area per Face (Sq. Ft.)	Max. Height	Setback	Monument Sign Max. Area per Face (Sq. Ft.)	Monument Sign Max. Height
0-10,000	36	25'	10' from edge of curb	45	8'
10,001+	60	30'		75	



*Joint Identification Signs					
Site Size (Sq. Ft.)	Max. Area per Face (Sq. Ft.)	Max. Height	Setback	Monument Sign Max. Area per Face (Sq. Ft.)	Monument Sign Max. Height
0 – 10,000	50	25'	10' from edge of curb	62.5	8'
10,001 – 20,000	100			125	
20,001 – 40,000	150			187.5	
40,001 – 80,000	200			250	
80,001 – 160,000	250	30'		312.5	
160,001+	300	40'		375	

\* Joint identification signs shall be used for those businesses in non-residential zones that have two (2) or more businesses sharing a building. Individual freestanding signs shall not be permitted in these cases.

## TEMPORARY NON-RESIDENTIAL SIGNAGE

Temporary Non-residential Signs				
Sign Type	Max. Area Per Sign Face (Sq. Ft.)	Max. Sign Height	Number Allowed	Permit Required
Wall Banner	36	N/A	2	Yes
Pole Banner/Wind blade	36	15'	4	Yes
Freestanding Banner	36	8'	2	Yes
Portable/A-frame/ Sandwich Board	8	8'	2	Yes
Sign Spinner	12	6'	2	Yes
Signs on Projects While Under Construction	96	10'	*1	Yes
Election Season Signs – Small	3	8'	3	No
Election Season Signs – Large	18	8'	2	No
Weekend Signs	6	8'	2	No

\*1 sign for each subcontractor, real estate affiliate, or development partner associated with the project

- There shall be no more than four (4) permitted temporary signs allowed per parcel at one time.
- Placement of such signs shall not exceed one hundred and twenty (120) days per business in a calendar year. Permits shall be issued with a minimum of fifteen (15) consecutive days and a maximum of sixty (60) consecutive days used in a time block.
- Temporary signs shall not be illuminated.
- Sign(s) shall be set back a minimum of ten (10) feet from the edge of curb. In no case shall a sign be placed in the right-of-way or obstructing and vision triangle.
- Sign(s) may not be located to interfere with pedestrian, bicycle or vehicle traffic.
- Sign(s) must be anchored to the ground or weighted sufficiently to prevent movement by wind.

*For Residential Signage see Articles 8 and 9, Chapter 21 of the city's Municipal Code ([www.northglenn.org/municode](http://www.northglenn.org/municode))*

**Planning & Development**

11701 Community Center Drive

Northglenn, CO 80233

P: 303-450-8739

F: 303-450-8708

northglenn.org

**SIGN PERMIT APPLICATION**

PERMIT NUMBER:

DATE RECEIVED:

**SIGNAGE INFORMATION**

ADDRESS OF PROPOSED SIGNAGE: \_\_\_\_\_

BUSINESS/TENANT NAME: \_\_\_\_\_

TYPE OF SIGN PROPOSED: ☐ Wall Sign ☐ Freestanding Sign ☐ Joint Identification Sign ☐ Temporary ☐ Other: \_\_\_\_\_SIGN VALUATION: \_\_\_\_\_ TYPE OF WORK: ☐ New ☐ Alteration ☐ Relocation EXISTING ELECTRICAL: ☐ Yes ☐ NoSIGN FEATURES: ☐ Direct Illumination ☐ Indirect Illumination ☐ Internal Illumination ☐ Electronic Message Sign (LED or Digital)

FOR WALL SIGNS: # of signs: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

Area of Wall Façade: Length of tenant space: \_\_\_\_\_ Height (to top of parapet): \_\_\_\_\_ Area: \_\_\_\_\_

FOR DETACHED SIGNS: # of signs: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

Height of Structure: \_\_\_\_\_ Distance from Edge of Curb: \_\_\_\_\_ (Sign cannot encroach into ROW)

FOR TEMPORARY SIGNS: Date to be Erected: \_\_\_\_\_ Date Removed: \_\_\_\_\_ (Cannot exceed 120 days per calendar yr.)

Type: ☐ Wall Banner ☐ Pole Banner/Wind Blade ☐ Freestanding Banner ☐ A-frame ☐ Sign Spinner ☐ Construction Signage

# of signs: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_ Dist. from Edge of Curb: \_\_\_\_\_

**PROPERTY OWNER(S)/TENANT INFORMATION**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**AUTHORIZED AGENT**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ELECTRICAL CONTRACTOR (IF ANY ELECTRICAL WORK IS PROPOSED)**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PERMANENT SIGNS

PERMANENT SIGNS





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## **SIGN PERMIT APPLICATION**

Planning and Development Department

### **OWNER(S) & AGENT CERTIFICATION**

I hereby depose and state under the penalties of perjury that all information submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner/Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **STAFF USE ONLY:**

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