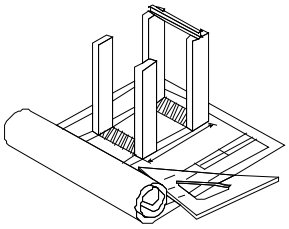
CLEAR CREEK COUNTY BUILDING DEPARTMENT
REQUIREMENTS FOR
PERMANENT SIGNS AND FENCES



This packet was developed to guide you through our permit process to install permanent signs or fences.

Packet Contents:

	Page #
Building Code Information	2
Zoning Requirements	2
Emergency Services Requirements	2
Submittal Requirements	2
Required Inspections	2
Application Form	3
Zoning Approval Form	4-5
Land Owner Authorization Form	6

Building Department Directory:

Anna Easley, Permit Coordinator/Permit Technician - 303-679-2333
Lynette Kelsey, Plans Examiner, Code Enforcement - 303-679-2343
Debra Kirkham, Building Official -303-679-2344

Fax - 303-569-1103
e-mail address - bldg@co.clear-creek.co.us
Web site - www.co.clear-creek.co.us/Depts/bldgs.htm

BUILDING CODE INFORMATION

Clear Creek County has adopted the *2015 International Residential* and *Building Codes*. All fences over 6' in height and all permanent signs, whether freestanding or mounted on a building require a permit. The wind load requirement of 100 MPH Exposure C must be considered when designing the structural system of a freestanding sign..

ZONING REQUIREMENTS

Zoning approval is required for all sign and fence permits. The Zoning Regulations that apply to signs and fences are:

Section 10. Development Standards

1004 Signs and Outdoor Advertising Devices

1006 Fencing, walls and Landscaping Standards

Please contact the Planning Department at 303-679-2436 with any questions you have regarding these zoning requirements.

EMERGENCY SERVICES REQUIREMENTS

Please be aware that all gates require a minimum 14 feet width at the entry point and minimum 14 feet height of any archway type structure to accommodate the largest fire trucks. If the gate will be locked, emergency access must be coordinated with the District Fire Authority and Emergency Medical Services so that their response is not delayed.

SUBMITTAL REQUIREMENTS

Scaled Site Plan

A scaled site plan is needed to show the location(s) of the proposed signs or fences on the property. The site plan must show all existing structures and other improvements.

Scaled Elevations and Construction Plans

For freestanding signs and for fences, the elevations are needed to show all components, total height, depth of piers or other foundation construction detail, etc. For wall mounted or projecting signs, the elevations of the structure are also needed to demonstrate total wall area and locations of all existing and proposed new signs.

Applications are reviewed and processed within 5-7 working days and applicant will be notified when permit is approved for issuance. Payment of the permit fee must be in the form of either cash or a check.

REQUIRED BUILDING INSPECTIONS

After your permit has been approved and issued, you may begin the construction and must have the work inspected after the work is completed. You will receive complete instructions on how to request all of the necessary inspection when the permit is being issued.

The construction and required inspection must be completed within six months of the date of issue or your permit will expire. If the project cannot be completed within that time frame, you may be eligible for an extension of an additional 180 days, provided the permit has not already expired and a letter explaining the delay and requesting the extension is submitted. THE *INTERNATIONAL CODE* ALLOWS ONLY ONE EXTENSION TO BE GRANTED.

CLEAR CREEK COUNTY BUILDING DEPARTMENT
P. O. BOX 2000
GEORGETOWN, CO 80444

SIGN AND FENCE PERMIT APPLICATION

This application will be accepted when fully filled out and signed by the owner of record or his(her) designated agent.

Owner(s): _____ Phone (H) _____ (C) _____

Mailing Address: _____

Email Address: _____

Contractor: _____ Phone (W) _____ (C) _____

Mailing Address: _____

Email Address: _____

Legal Description: _____

Parcel #: _____ Site Address: _____

Permit is requested for the following (check all that apply):

Signs
1. Type: ☐ Freestanding ☐ Wall Mounted ☐ Projecting
2. ☐ Single Side ☐ Double Sided
3. Total New Square Feet _____ Total Existing Square Feet _____
4. Illumination: ☐ None ☐ Yes* Type _____
   *State Electrical Permit Req'd
5. Setbacks: Front _____ Rear _____ Side _____ Side _____

Fences
1. Type: ☐ Solid ☐ More than 50% Open ☐ Less than 50% Open
2. Material _____
3. Height _____
4. Length _____
5. Setbacks: Front _____ Rear _____ Side _____ Side _____
6. Locked Gate: ☐ No ☐ Yes

Cost of the Installation (materials and labor): _____

Is this construction either directly or indirectly related to the gaming in Gilpin County? ☐ Yes; ☐ No.

I AGREE THAT THIS IS AN APPLICATION ONLY. THE PROPOSED INSTALLATION WILL NOT BE USED UNTIL A FINAL INSPECTION HAS BEEN APPROVED BY THE CLEAR CREEK COUNTY BUILDING OFFICIAL. I ACKNOWLEDGE THAT ALL WORK WILL BE DONE IN ACCORDANCE WITH THE *2015 INTERNATIONAL RESIDENTIAL CODE* AND *2015 INTERNATIONAL BUILDING CODE*, AS ADOPTED BY THE CLEAR CREEK BOARD OF COUNTY COMMISSIONERS. FINAL APPROVAL WILL NOT BE GRANTED UNTIL ALL WORK IS FOUND TO BE IN COMPLIANCE WITH THE CLEAR CREEK COUNTY BUILDING CODES AND REGULATIONS.

Owner/Applicant's Signature _____ Date _____

CLEAR CREEK COUNTY
LANDOWNER AUTHORIZATION FORM

This Form provides the opportunity for the property owner to designate a representative to process an application.

I, _____ of the County of _____,
(property owner)

State of _____, have appointed _____ my true and lawful

representative to act in my name and in my stead and on my behalf in connection with any action necessary in order to apply

for a: _____

_____

on certain real property described as follows: _____

_____.

I, AS PROPERTY OWNER:

1. **UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MAKE SURE THAT MY DESIGNATED REPRESENTATIVE IS AWARE OF AND RESPONSIBLE FOR ALL REQUIREMENTS NECESSARY TO COMPLY AND COMPLETE WITH THE ABOVE AFOREMENTIONED ACTION.**

2. **UNDERSTAND THAT ANY REQUIREMENTS PLACED ON THE PROPERTY WHICH CONTAIN RESTRICTIONS OR CONDITIONS WHICH MAY BE IMPOSED ON, AND MAY BURDEN, THE SUBJECT PROPERTY SHALL RUN WITH THE LAND REGARDLESS OF OWNERSHIP OF THE PROPERTY.**

3. **TAKE FULL RESPONSIBILITY FOR NONCOMPLIANCE OF ANY REQUIREMENT ASSOCIATED WITH THE ABOVE AFOREMENTIONED ACTION.**

Agreed:

_____	_____	_____
Signature of Property Owner	Print Name	Date

FOR NOTARY USE ONLY

Subscribed and sworn before me by _____ this _____ day of _____, 20_____.
(property owner)

_____
Notary Public

My Commission expires: _____