



COMMUNITY DEVELOPMENT: BUILDING DEPARTMENT

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Date Received		SIGN PERMIT APPLICATION		Permit Number	
Address of Proposed Construction					
Property Owner			Owner Email Address (required)		Owner Phone Number
Owner's Address (if different from above)					City, State, Zip
Contractor			Contractor Phone Number		Contractor License Number
Contractor Address					City, State, Zip
Job Contact Name			Job Contact Office Phone Number		Job Contact Mobile Phone Number
Job Contact Company			Job Contact Email Address		
Project Valuation (Including total value of work, materials, labor, overhead and profit.) BMC §15-03-100					
Trade	Valuation	Name of Subcontractor			
General:	\$				
Electrical:	\$				
Total:	\$				
Ground Level Directional		Freestanding Sign		Wall Sign	
Number of signs:		Number of signs:		Number of signs:	
Illuminated		Illuminated		Illuminated	
Sign Area: sf		Sign Area: sf		Sign Area: sf	
Sign Area: sf		Sign Area: sf		Sign Area: sf	
For ground level, freestanding, and monument signs, indicate actual distance to property lines below:					
Front Setback:		Left Side Setback:		Rear Setback:	
Tenant's Leased Area: sf		Total Sign Area: sf		Number of Tenants in Building:	
Applicant hereby affirms all illuminated signs will comply with the Broomfield Municipal Code 17-44-080(D) and will not exceed 0.3 foot-candles of light detectable at the property line. Documentation may be requested at permit review.					
Attach a site plan showing sign location, distances to property line(s), street location, and frontage of tenant space on building. Provide a plan of the sign including dimensions of the sign, height above the ground, text, pictures and symbols, sign materials, type of lighting if applicable, and method of mounting. Free standing signs may require an engineered foundation.					
Description:					
Note: Planning Division approval is required. Signs shall comply with the approved site development plan and the sign code (BMC 17-44).					
It is the owner's responsibility to obtain any Homeowners' Association and/or Architectural Control Committee approvals that may be applicable. I hereby state that the above is correct. I recognize that the approval of plans, issuance of a permit, or subsequent inspection approvals shall not be construed to allow violations of the code or other ordinances or laws enforced by the City and County of Broomfield. I consent to provide entry to inspectors as set forth in the building code and to request inspections as required. I consent to pay the use tax based upon the purchase price of all building and construction materials, as required by ordinance. I understand records are subject to audit and verification for 3 years following final inspection or C.O. Broomfield Municipal Code requires taxpayers to maintain building use tax records for 3 years. All materials, drawings or documents submitted for this permit become public record and may be released to the public. By signature below the signatory certifies and declares that he/she is either the Owner or the Authorized Agent of the owner of the property.					
Signature			Print Name		Date
Office Use Only:					
Building Division Approval		Date	Planning Division Approval		Date

Broomfield Building Division Fees

Permit Fee Schedule:

Permit fees for each trade (general, electrical, mechanical, plumbing) are calculated separately based upon the value of the work performed. **Use Tax will also be collected; see below!**

Valuation	Permit Fee	Valuation	Permit Fee
\$ 1 to \$ 500	\$ 23.50	\$ 2,001 to \$ 3,000	\$ 83.25
501 to 600	26.55	3,001 to 4,000	97.25
601 to 700	29.60	4,001 to 5,000	111.25
701 to 800	32.65	5,001 to 6,000	125.25
801 to 900	35.70	6,001 to 7,000	139.25
901 to 1,000	38.75	7,001 to 8,000	153.25
1,001 to 1,100	41.80	8,001 to 9,000	167.25
1,101 to 1,200	44.85	9,001 to 10,000	181.25
1,201 to 1,300	47.90	10,001 to 11,000	195.25
1,301 to 1,400	50.95	11,001 to 12,000	209.25
1,401 to 1,500	54.00	12,001 to 13,000	223.25
1,501 to 1,600	57.05	13,001 to 14,000	237.25
1,601 to 1,700	60.10	14,001 to 15,000	251.25
1,701 to 1,800	63.15	15,001 to 16,000	265.25
1,801 to 1,900	66.20	16,001 to 17,000	279.25
1,901 to 2,000	69.25	17,000 to 18,000	293.25

For values greater than \$18,000, fees shall be assessed in accordance with BMC 15-03-100, Table 1-A.

Use Tax:

The City and County of Broomfield collect use tax on building materials at the time of building permit issuance. For use tax purposes, 50% of the total project valuation is assumed to be materials in accordance with BMC 03-08-060. Homeowners performing all of their own work shall list the total materials cost on the permit application. Applicants showing the building permit payment receipt to the supplier or retail home center when purchasing materials for the project should not be charged any city sales tax since the Broomfield use tax has been paid with the permit. Payment of state and RTD sales taxes is still required on all materials. Questions regarding use tax can be answered by the Sales and Use Tax Division of the Broomfield Finance Department at 303-464-5811.

EXAMPLES

Use Tax = Total valuation x 50% (materials) x assessed rate. The assessed rate is currently 4.15% for the City and County of Broomfield.

Contracted total project value: \$20,000 Calculated materials cost: \$20,000 x 50% = \$10,000 Use tax due: \$10,000 x 4.15% = \$415.00	Homeowner total materials cost: \$10,000 Use tax due: \$10,000 x 4.15% = \$415.00
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Inspections:

Please call 303-438-6376 to schedule inspections.

Mobile Home or Construction Trailer Set-up Fees:

Permit Fees for Mobile Home or Construction Trailer Set-Up - Flat Rate Fee of \$100.00 (use tax is not charged). All construction and/or sales trailers are charged - Flat Rate Fee of \$100.00 for each application submitted and each time they are moved.

Graywater Permits: Permit Fee \$200 plus Use Tax (see above)