

Article 13



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Article 13 • Sign

13-100 Purpose and Intent

- A. The purpose and intent of Article 13 are to regulate the number, type, location, physical dimensions, and design of signs to protect the public safety and welfare and preserve the right of free speech and expression. These regulations are intended to achieve the following objectives:
1. Protect public safety by prohibiting signs that are structurally unsafe or poorly maintained; that cause unsafe traffic conditions through distraction of motorists, confusion with traffic signs, or hindrance of vision; and that impede safe movement of pedestrians or safe ingress and egress from buildings or property.
 2. Protect aesthetic qualities by preventing visual clutter, protecting scenic views, preserving Boulder County's rural character, preventing intrusion of commercial messages into non-commercial areas in accordance with the Boulder County Comprehensive Plan, curtailing the degradation of the nighttime visual environment, and eliminating abandoned signs on unused commercial properties.
 3. Allow adequate signage for business identification, non-commercial speech, and dissemination of public information, including, but not limited to, public safety information and notification as may be required by law.

13-200 General Provisions

- A. Signs must be designed, constructed, and maintained in accordance with all applicable safety codes.
- B. Signs must not be placed in the right of way of any public street, road or highway, except as specifically provided for in the sign code.
- C. Signs located in the vision clearance triangle must comply with the sight triangle specifications of table 13-500(A) (15d).
- D. A building permit must be obtained from the County Building Division prior to the erection, relocation or display of a sign unless it is exempt from permit requirements.
- E. Any noncommercial sign must be allowed in any location and under any circumstance in which a commercial sign is allowed. Noncommercial signs must conform to applicable height, area and setback regulations of the zone district in which they are located. Noncommercial signs must not be regulated based on the speech content of the sign, except as provided for in 13-500(A)(15d).
- F. This Article does not apply to the following:
 - 1. Signs not visible from off-premises or a public right of way.
 - 2. Signs of a duly constituted governmental body such as traffic or similar regulatory devices, legal notices, warnings at railroad crossings, and other instructional or regulatory signs having to do with health, hazard, parking, swimming, dumping, etc., or signs erected by public utilities or construction companies to warn of danger or hazardous conditions in the public right-of-way.
 - 3. Signs required to be posted or maintained by law or governmental order, rule or regulation provided such signs comply with and do not exceed the requirements of such law, order, rule or regulation.
 - 4. Signs mounted on the interior of any fence that encloses a stadium or playing fields that are primarily visible to participants and attendees at the stadium or playing fields.

13-300 Definitions

- A. Terms and phrases used in this Article have the following meaning:
 - 1. **Commercial Sign:** A sign containing a message advertising the manufacture, sale or availability of products, accommodations, services, attractions, or activities, or that is intended to attract attention to a business or to products, property, accommodations, services, attractions, or activities that are offered or exist for sale or for hire. This definition includes Temporary Real Estate signs.
 - 2. **Electronic Message Centers:** A sign whose alphabetic, pictographic, or symbolic informational content can be changed or altered on a fixed display screen composed of electrically illuminated segments.
 - 3. **External Illumination:** Illumination of a sign that is affected by an artificial source of light not contained within the sign itself intended to cast light on the sign to make the sign content visible at night. (Figure 13-7)
 - 4. **Freestanding Sign:** A sign erected on its own self-supporting permanent structure, detached from any supporting elements of a building.
 - 5. **Halo Illumination:** A sign using a three dimensional sign copy that is lit in a way that produces a disk or circle of light behind the sign, (also known as back-lit illumination). (Figure 13-8)
 - 6. **Illuminated Sign:** A sign with electrical equipment installed for illumination, internally illuminated through its sign face by a light source contained inside the sign or externally illuminated by a light source aimed at its surface, or lit by halo illumination.
 - 7. **Internal Illumination:** A source of illumination entirely within the sign which makes the sign content visible at night by means of the light being transmitted through a translucent material but the source of the illumination is not visible. (Figure 13-6)
 - 8. **Multi-Driveway Sign:** A sign at the entrance or exit of a premises that has two or more driveways.
 - 9. **Neon Sign:** A sign containing glass tube lighting in which a gas and phosphors are used in combination to create a color light.
 - 10. **Nit (nt):** The measure of luminance (brightness) in units of candela per square meter ($1 \text{ nt} = 1 \text{ cd}/1\text{m}^2$). The unit is based on the candela, a unit of luminous intensity, and the square meter, a unit of area.
 - 11. **Noncommercial Sign:** A sign that does not contain information or advertising for any business, commodity, service, entertainment, product, or attraction. Noncommercial signs include, but are not limited to, a sign that supports a candidate for public office, urges action for or against a matter on the ballot of a primary, general, or special election, protests against any person, business, organization, property or commercial activity, or promotes or denounces political, ideological, social or religious issues or beliefs of any person or group. This definition also includes signs that identify historic districts, rural community districts, and other historic points of interest.

12. **Portable Sign:** A sign mounted on a vehicle, trailer or boat, or fixed or attached to a device for the purpose of transporting from site-to-site. This definition includes all vehicles placed or parked for the purpose of drawing attention to a service, product, object, person, organization, institution, business, event, location or message, but not signs or lettering installed on vehicles, trailers or boats operating during the normal course of business.
13. **Projecting Sign:** A sign that projects at an angle of 10 or more degrees from the wall on which it is mounted.
14. **Sign:** Any writing, pictorial representation, decoration, emblem, flag, banner or other device used for visual communication that is intended to attract the attention of the public and is visible from the public rights-of-way or other properties. The following are expressly excluded from the definition of 'sign':
 - a. Any flag, badge or insignia of any governmental unit.
 - b. Works of art that in no way advertise a product or business.
 - c. Text or pictorial representations on motor vehicles that are being operated or stored in the normal course of a business, provided the primary purpose of such vehicles is not for the display of signs and provided that such vehicles are parked or stored in areas incidental to their primary use as a commercial or delivery vehicle.
 - d. Holiday decorations that are clearly incidental and customary and commonly associated with any national, local or religious holiday.
 - e. A sign that is held or otherwise mounted on a person or an animal or a sign on a device attached to a person or animal.
15. **Sign Copy:** Any graphic, word numeral, symbol, insignia, text, sample, model or device.
16. **Temporary Real Estate Sign:** A sign erected to advertise the availability for sale or lease of the property or a portion of the property where the sign is located with a surface area that does not exceed 12 square feet and each sign face does not exceed six square feet. Temporary real estate signs must be removed within fifteen (15) days after the sale or occupancy of the property.
17. **Wall Sign:** A sign painted on or attached to a wall of a structure that meets the setback requirements for a building and is in the same plane as the wall. A wall sign must not project more than eighteen inches from the wall.

13-400 Sign Area and Height and Illumination

- A. The area and height of a sign must be measured in conformance with the following regulations:
 1. In computing the area of a sign, standard mathematical formulas for common regular geometric shapes must be used. (Figure 13-1.)
 In the case of an irregularly shaped sign or a sign with letters and/or symbols directly affixed to or painted on a wall, the area of the sign is the area within the perimeter or not more than eight straight lines enclosing the extreme limits of writing, representation, emblem, or any figure of similar character. This area includes any material or color forming an integral part of a background of the display or used to differentiate the sign from the backdrop or wall (Figures 13-2, 13-3.)
 2. Where a sign has two or more display faces, the area of all faces must be included in determining the sign area.
 3. The area of a freestanding sign that is supported by a base or pedestals which is architecturally distinct from the sign face itself must not include the area of the base. (Figures 13-3, 13-4.)
 4. Sign area must include vertical and horizontal spacing between letters, characters, emblems, etc. that convey the sign's message. (Figure 13-5.)
 5. The area of spherical, cylindrical, or other three-dimensional signs must be measured by calculating the area of elevation drawings of the sign.
 6. The height of a sign must be measured per Article 18-120, Building Height (Structure Height), contained in this Code.

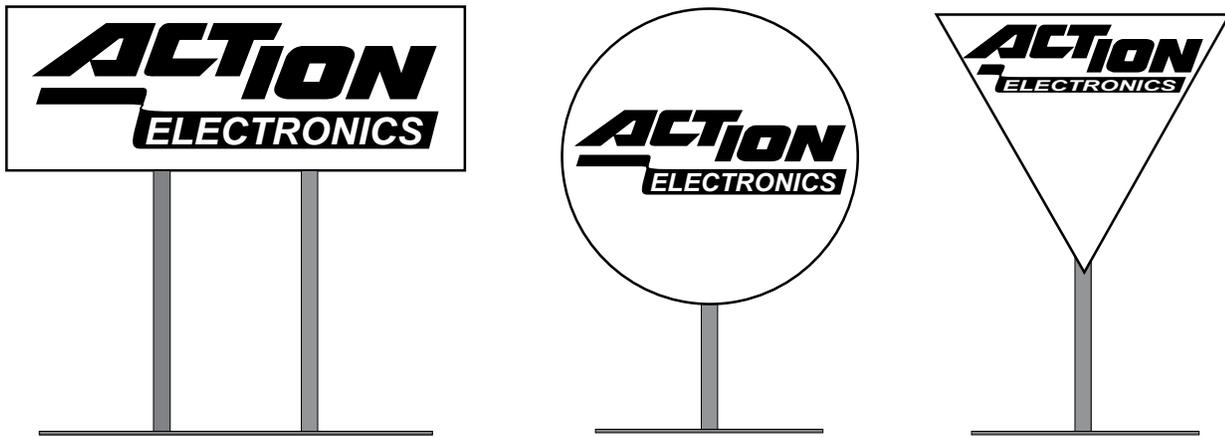


Figure 13-1: Standard Formulas for Common Regular Geometric Shapes Must be Used. All Display Faces of a Sign Must be Included.



Figure 13-2: For irregularly shaped signs, area is measured as enclosed by up to 8 straight intersecting lines.



Figure 13-3: Sign area for a monument sign must not include base, if the base is architecturally distinct.



Figure 13-4: Pedestal not counted as part of sign area.



Figure 13-5: Sign area must include vertical and horizontal spacing between letters conveying the sign's message.

- B. Illuminated Sign: All sign lighting must be designed, directed, and shielded in so that the light source is not visible beyond the property boundaries where the sign is located. Lighting for signs must be directed such that only the sign face is illuminated. All lighted signs must have stationary and steady lighting.
 - 1. For signs using internal illumination: (Figure 13-6)
 - a. Only sign copy may be illuminated on an internally illuminated sign.
 - b. Internally illuminated signs must use semi-opaque or opaque materials for sign copy such that the light emanating from the sign is diffused. Transparent or clear materials are not allowed for sign copy. Non-copy portions of the sign (e.g., background and frame) must be made of completely opaque material.
 - c. Internally illuminated exterior signage must not exceed a luminance of 150 cd/m² (nits) during nighttime hours. The applicant must provide written certification from the sign manufacturer that the light intensity has been preset not to exceed the levels specified above, and the intensity level is protected from end-user manipulation by password protected software or other appropriate methods.
 - 2. For signs using external illumination: (Figure 13-7) Lighting for externally illuminated signs must be steady, stationary and mounted at the top of the sign (or within 2 feet above a building mounted sign) and meet Article 7-1600 of the Boulder County Land Use Code. Light fixtures mounted above a sign face must meet the following requirements:
 - a. The bottom opening of the light fixture must be flat (i.e., it could be covered by a flat board allowing no light to escape);
 - b. The fixture must tilt toward the sign face; and
 - c. The uppermost portion of the fixture's opening no higher than the top of the sign face.
 - 3. For signs using halo illumination: (Figure 13-8)
 - a. The light source must not be visible.
 - b. The light source must project only against the surface behind the sign.
 - c. The sign must not be located on a reflective surface.



Figure 13-6 Internally Illuminated Sign



Figure 13-7 Externally Illuminated Sign



Figure 13-8 Halo Illuminated Sign

13-500 Prohibited Signs

- A. The following signs are prohibited:
1. Signs containing a commercial message that does not advertise a product, service, activity, event, person, institution, or business located on the premises where the sign is located, or the sale or rental of such premises.
 2. Signs, except publicly owned signs, attached to a tree, light pole, utility pole, or sign pole on public property or located in any public right-of-way except where required by law.
 3. Signs with visible moving, revolving, rotating parts, or visible mechanical movement of any description or other apparent visible movement achieved by electrical, electronic, or mechanical means.
 4. Signs with the optical illusion of movement by means of a design that presents a pattern capable of reversible perspective, giving the illusion of motion or changing of copy.
 5. Signs with lights or illuminations that flash, move, rotate, scintillate, blink, flicker, vary in intensity, vary in color, or use intermittent electrical pulsations.
 6. Strings of light bulbs used in connection with commercial premises for commercial purposes.
 7. Signs that incorporate projected images, or emit any sound except for drive-up menu boards.
 8. Signs containing glass tube lighting in which a gas and phosphors are used in combination to create a color light.
 9. Signs whose alphabetic, pictographic or symbolic informational content can be changed or altered on a fixed display screen composed of electrically illuminated segments.
 10. Freestanding commercial signs, together with their supporting structure, or building mounted signs, that are in place for 6 months or more after the premises have been vacated and advertise an activity, business, product or service no longer produced or conducted upon the premises upon which such sign is located.
 - a. If the sign or sign structure is covered or the identifying symbols or letters removed, an extension of time may be granted by the County Building Official upon good cause shown.
 - b. This provision must not apply to permanent signs accessory to businesses that are open only on a seasonal basis, provided there is clear intent to continue operation of the business.
 11. Portable commercial signs.
 12. Signs mounted on rooftops that project above the highest point of the roof line, parapet or fascia of the building.
 13. Pennants, balloons, streamers, whirligigs, or other similar devices, when used for advertising purposes.
 14. Signs not allowed in this sign code.
 15. Signs or sign structures that:
 - a. Are structurally unsafe;
 - b. Constitute a health or safety hazard because of inadequate maintenance or dilapidation;
 - c. Are capable of causing electrical shocks to persons likely to come into contact with them;
 - d. May be confused with or purport to be official traffic signs, signals, or devices or any other official signs;
 - e. Use words, phrases, symbols, or characters implying the existence of danger or the need for stopping or maneuvering of a motor vehicle;
 - f. Are located in a manner that interferes with pedestrian or vehicular travel or pose a hazard to pedestrians, or that interfere with the free use of any fire escape, exit or standpipe.
 16. Signs located in a sight triangle, as such signs may conflict with the clear and open view of devices placed by a public agency for controlling traffic or may obstruct a motorist's or pedestrians clear view of an intersecting road, alley or major driveway. The following criterion is to be used to determine the maximum sight line encroachment for non-traffic signs:
 - a. Sight Triangles: At the intersection of two (2) or more streets, or a street and any driveway controlled by a stop sign or a requirement to stop, no sign that is higher than thirty (30) inches above curb level shall be permitted in any sight triangle. Such sight triangle must be defined as the area between a fifteen (15) foot setback from the road or driveway yielding to the main road at the subject intersection, and the distance as defined in Table 13-500-A-16-a Sight Triangle:

Table 13-500-A-16-a Sight Triangle

Speed Limit on Thru Road	Distance from Centerline (D)
15 mph	100 feet
20 mph	150 feet
25 mph	175 feet
30 mph	200 feet
35 mph	250 feet
40 mph	300 feet
50 mph	450 feet
60 mph	650 feet

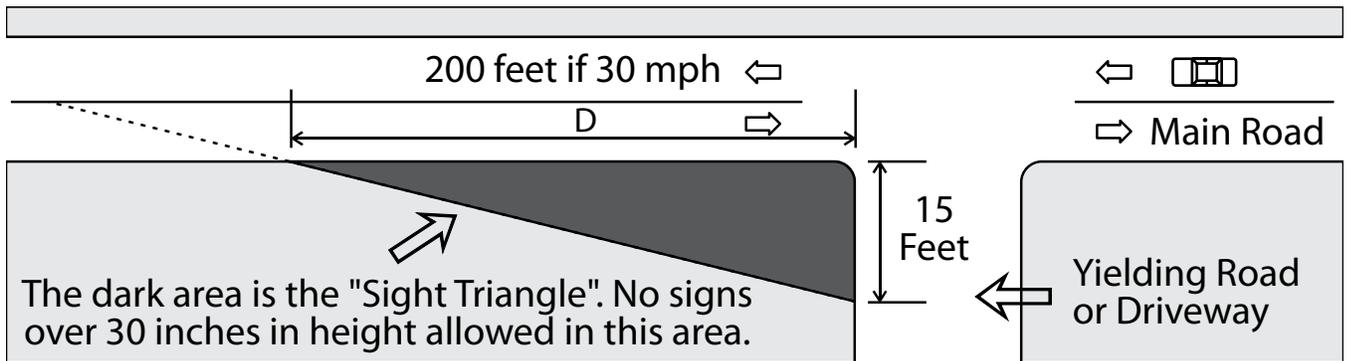


Figure 13-9: Sight Triangle.

13-600 Sign Regulations Governing Specific Zoning Districts

- A. All Zone Districts**
1. Outdoor lights must meet Article 7-1600.
 2. Signs are exempt from the supplemental setback in Article 7-1403.
 3. Each platted residential subdivision may maintain two permanent signs at each entry into the subdivision from a public right-of-way subject to the following:
 - (i) The total area of each sign does not exceed 32 square feet of surface area and six feet in height.
 - (ii) The signs comply with all applicable Boulder County Multimodal Standards and other requirements of the Transportation Department.
 - (iii) If entry signs are illuminated they must be externally lit.
- B. Forestry, Mountain Institutional and Agricultural Zoning Districts**
1. Total sign area per lot must not exceed 88 square feet and an additional 12 square feet for Temporary Real Estate Signs.
 2. Total commercial sign area per lot must not exceed 64 square feet with the exception of parcels where the principal use is residential, in which case the total commercial sign area is limited to 2 square feet and an additional 12 square feet for Temporary Real Estate Signs.
 3. Any combination of freestanding or wall sign must not exceed the 88 square feet per lot requirement.

Sign Type	Maximum Sign Area	Maximum Sign Height	Illumination	Setback	Additional Information
Freestanding Sign	64 s.f. total area per sign no more than 32 s.f. per sign face	10 ft	Must meet the requirements of Article 7-1600; Internal illumination prohibited	15 ft front 7 ft sides	Noncommercial signs under 6 s.f. per sign face and less than 30 inches in height are exempt from setback requirements Any combination of freestanding or wall sign must not exceed the 88 square feet per lot requirement
Commercial Freestanding Sign where principal use is residential	Not permitted				
Wall Sign	24 s.f.	Must not exceed the height of the wall to which the sign is attached, or 30 ft, whichever is more restrictive	Must meet the requirements of Article 7-1600; Internal illumination prohibited	Zoning District setback requirements; Nonconforming structures may have a wall sign and must be maintained in a proper state of repair	Any combination of freestanding or wall sign must not exceed the 88 square feet per lot requirement
Wall Sign where principal use is residential	2 s.f.; not to exceed one sign per parcel	Must not exceed the height of the wall to which the sign is attached, or 30 ft, whichever is more restrictive	Must meet the requirements of Article 7-1600; Internal Illumination prohibited	Zoning District setback requirements; Nonconforming structures may have a wall sign and must be maintained in a proper state of repair.	
Temporary Real Estate Sign	12 s.f. total with no more than 6 s.f. per sign face	6 ft	Prohibited		

- C. Rural Residential, Estate Residential, Suburban Residential, Multi-Family and Manufactured Park Zoning Districts
1. Total sign area per lot must not exceed 64 square feet and an additional 12 square feet for Temporary Real Estate Signs.
 2. Total commercial sign area per lot must not exceed 32 square feet, with the exception of parcels where the principal use residential, in which case the total commercial sign area is limited to 2 square feet and an additional 12 square feet for Temporary Real Estate Signs.
 3. Any combination of freestanding or wall sign must not exceed the 64 square feet per lot requirement.

Sign Type	Maximum Sign Area	Maximum Sign Height	Illumination	Setback	Additional Information
Freestanding Sign	32 s.f. total area with no more than 16 s.f. per sign face	6 ft	Must meet the requirements of Article 7-1600; Internal illumination prohibited	15 ft front 7 ft sides	Noncommercial signs under 6 sf per sign face and less than 30 inches in height are exempt from setback requirements. Any combination of freestanding or wall sign must not exceed the 64 square feet per lot requirement
Commercial Freestanding Sign where principal use is residential	Not permitted				
Wall Sign	32 s.f.	Signs must not exceed the height of the wall to which the sign is attached or 30 feet whichever is more restrictive	Must meet the requirements of Article 7-1600; Internal illumination prohibited	Zoning District setback requirements; Nonconforming structures may have a wall sign and must be maintained in a proper state of repair	Any combination of freestanding or wall sign must not exceed the 64 square feet per lot requirement
Wall Sign where principal use is residential	2 s.f.; not to exceed one sign per parcel	Signs must not exceed the height of the wall to which the sign is attached or 30 feet whichever is more restrictive	Must meet the requirements of Article 7-1600; Internal illumination prohibited	Zoning District setback requirements; Nonconforming structures may have a wall sign and must be maintained in a proper state of repair	
Temporary Real Estate Sign	12 s.f. total with no more than 6 s.f. per sign face	6 ft	Prohibited		

D. Transitional, Business, Commercial, Light Industrial, Economic Development, and General Industrial

1. Total sign area per lot must adhere to cumulative allowances below, based on street frontages and number of uses on the parcel.
2. Total sign area must not exceed 450 square feet plus an additional 12 square feet for Temporary Real Estate Signs, with the exception of parcels where the principal use is residential, in which case the total commercial sign area is limited to 2 square feet and an additional 12 square feet for Temporary Real Estate Signs.
3. Any combination of freestanding or wall sign must not exceed the 450 square feet per lot requirement.

Sign Type	Maximum Sign Area	Maximum Sign Height	Illumination	Setback	Additional Information
Freestanding Sign	One per lot line abutting a public street, not to exceed 2 s.f. total sign area for each lineal foot of the lot width, provided that: Where a parcel has one use, the total maximum surface area of any one sign face must not exceed 75 s.f. or 150 s.f. total surface area. Where a parcel has more than one use, the total permitted sign area must not exceed 150 s.f. per sign face or 300 s.f. total surface area.	25 ft	External illumination meets Article 7-1600 of Land Use Code. Internally illuminated must meet requirements specified in Article 13-400.	25 ft front 7 ft sides	Noncommercial signs under 6 s.f. per sign face and less than 30 inches in height are exempt from setback requirements. Any combination of freestanding, wall, projecting or multi-driveway sign must not exceed the 450 square feet per lot requirement.
Multi-Driveway Sign	One sign per approved access point not to exceed 4 s.f. per sign and 2 s.f. per sign face.	4 ft	Prohibited	10 ft setback from edge of road .	Any combination of freestanding, wall, projecting or multi-driveway sign must not exceed the 450 square feet per lot requirement.
Projecting Sign	12 s.f. with no more than 6 s.f. per sign face.	Must not exceed the height of the wall to which the sign is attached, or 15 ft whichever is more restrictive	Must meet the requirements of Article 7-1600; Internal illumination prohibited	Zoning District setback; Nonconforming structures may have a wall sign and must be maintained in a proper state of repair	Must maintain 8 ft clearance from lowest portion of sign to grade below. Any combination of freestanding, wall, projecting or multi-driveway sign must not exceed the 450 square feet per lot requirement.
Wall Sign	One sign on each street frontage, the total surface area of the sign does not exceed 2 s.f. for each lineal foot, measured horizontally, of the side of the building to which it is attached; and for each street frontage, the sign must not exceed 150 s.f., or 25% of the total surface area of the wall.	Signs must not exceed the height of the wall to which the sign is attached, or 30 ft, whichever is more restrictive	Must meet the requirements of Article 7-1600; Internally illuminated must meet materials requirements specified in Article 13-400	Zoning District setback requirements; Nonconforming structures may have a wall sign and must be maintained in a proper state of repair.	Any combination of freestanding, wall, projecting or multi-driveway sign must not exceed the 450 square feet per lot requirement.
Wall Sign where principal use is residential	2 s.f.; not to exceed one sign per parcel	Signs must not exceed the height of the wall to which the sign is attached or 30 feet whichever is more restrictive	Must meet the requirements of Article 7-1600; Internal illumination prohibited	Zoning District setback requirements; Nonconforming structures may have a wall sign and must be maintained in a proper state of repair	
Temporary Real Estate Sign	12 s.f. total with no more than 6 s.f. per sign face	6 ft	Prohibited		

E. Historic and Rural Community Zoning Districts

1. Each designated Historic or adopted Rural Community District may maintain permanent signs at each entry into the District from a public right-of-way subject to the following:
 - (i) The total area of each sign does not exceed 32 square feet of surface area and six feet in height.
 - (ii) The signs comply with all applicable Boulder County Multimodal Standards and any other requirement or permit required by the Transportation Department.
2. Rural Community District Sign regulations adopted as part of the district adoption supercede these regulations.
3. Historic District Total Sign Area per lot not to exceed 56 square feet and an additional 12 square feet for Temporary Real Estate Signs, with the exception of parcels where the principal use is residential, in which case the total commercial sign area is limited to 2 square feet and an additional 12 square feet for Temporary Real Estate Signs.

Sign Type	Maximum Sign Area	Maximum Sign Height	Illumination	Setback	Additional Information
Freestanding Sign	32 s.f. with no more than 16 s.f. per sign face	6 ft	External illumination meets Article 7-1600 of Land Use Code; Internally illuminated prohibited.	15 ft front 7 ft sides	Noncommercial signs under 6 s.f. per sign face and less than 30 inches in height are exempt from setback requirements Any combination of freestanding, wall, or projecting sign must not exceed the 32 square feet per lot requirement
Projecting Sign	12 s.f. with no more than 6 s.f. per sign face	Must not exceed the height of the wall to which the sign is attached, or 15 ft, whichever is more restrictive	Must meet the requirements of Article 7-1600; Internal illumination prohibited	Zoning District setback; Nonconforming structures may have a wall sign and must be maintained in a proper state of repair.	Must maintain 8 ft clearance from lowest portion of sign to grade below Any combination of freestanding, wall, or projecting sign must not exceed the 32 square feet per lot requirement
Wall Sign	24 s.f.	Signs must not exceed the height of the wall to which the sign is attached or 30 ft, whichever is more restrictive	Must meet the requirements of Article 7-1600; Internally illuminated prohibited	Zoning District setback requirements; Nonconforming structures may have a wall sign and must be maintained in a proper state of repair	Any combination of freestanding, wall, or projecting sign must not exceed the 32 square feet per lot requirement
Wall Sign where principal use is residential	2 s.f.; not to exceed one sign per parcel	Signs must not exceed the height of the wall to which the sign is attached or 30 ft, whichever is more restrictive	Must meet the requirements of Article 7-1600; Internally illuminated prohibited	Zoning District setback requirements; Nonconforming structures may have a wall sign and must be maintained in a proper state of repair	
Temporary Real Estate Sign	12 s.f. total with no more than 6 s.f. per sign face	6 ft	Prohibited		

- F. The standards in this Article must be the maximum allowed signage in all discretionary review processes. Refer to the district development plan for established Rural Community Districts and the approval resolution for other uses allowed by discretionary review for specific provisions.

13-700 Permits Required

- A. No person must display, erect, relocate, or alter the physical characteristics of any sign without first filing a permit application with the County Building Official obtaining a sign permit, except the following:
 - 1. Lettering and numerals no larger than 16 square inches affixed to a mailbox used by the United States Postal Service for mail delivery to the occupants of the property where the mailbox is located;
 - 2. Wall signs no larger than two square feet;
 - 3. Temporary Real Estate Signs;
 - 4. Noncommercial signs in all zoning districts.;
- B. An application for a sign permit must include the following:
 - 1. The name, address, and telephone number of the owner or persons entitled to possession of the sign and of the sign contractor or installer;
 - 2. The street address location of the proposed sign;
 - 3. Complete information required in the application form provided by the Building Official, including a sign plan and elevation drawings of the proposed sign, caption or the proposed sign and other data pertinent to the application;
 - 4. A complete application for an electrical permit for all signs requiring electrical hook-up;
 - 5. Construction plans;
 - 6. Verification of all existing signs and sign areas in existence on the property;
 - 7. A statement of valuation or cost; and
 - 8. A fee established by the Board of County Commissioners in an amount sufficient to offset the cost of processing sign applications, inspecting signs and enforcing this article.
- C. The Building Official must grant a sign permit within twenty (20) days after a complete application and fee are received for any sign that complies with all of the requirements in this Article.
 - 1. If the Building Official determines the application is incomplete or the proposed sign(s) is not allowed under these or other pertinent regulations, the Building Official must notify the applicant. The notice must identify with specificity the deficiency in the application or the provision under which the proposed sign is not allowed.
 - 2. An applicant for a sign permit may seek immediate review of a decision denying a sign permit. Decisions based on matters subject to the Building Code must be appealed to the Board of Review. Decisions based on the provisions of the Land Use Code must be appealed to the Board of Adjustment. All appeals must be subject to the time limits and other requirements of the appropriate reviewing body.
- D. When a sign permit has been issued by the Building Official, it must be unlawful to change, modify, alter the structural characteristics of the sign, or otherwise deviate from the terms or conditions of said permit without prior approval of the Building Official. A written record of such approval must be entered upon the original permit application and maintained in the files of the Land use Department.
- E. If the Building Official finds that the sign erected under any permit is not in accordance with the information supplied in the permit application or is in violation of this or any other pertinent regulations, or should the Building Official find that there has been any misrepresentation in connection with the application for the permit, the sign owner or erector must be notified of such findings by first class mail to the address on the sign permit application. The notice must identify the violation and must state the permit will be revoked if the violation is not corrected within thirty (30) days.
 - 1. If such correction is not made within the thirty (30) day period, the Building Official must revoke the permit and must serve written notice to the sign owner or erector. The Building Official must proceed pursuant to the Building Code provisions or the Zoning Enforcement provisions of this Code as applicable.
 - 2. No person shall proceed with the erection, relocation, alteration, or modification of the sign after such notice has been given.

13-800 Maintenance and Construction of Signs

- A. All allowed signs must meet the following requirements:
 - 1. Signs and sign structures must be maintained at all times in a state of safe repair, with all braces, bolts, clips, supporting frame, and fastenings free from deterioration, insect infestation, rot, rust, or loosening.
 - 2. Construction plans for all signs that require a permit must be submitted to the Building Official for review and approval.
 - 3. All signs must meet Boulder County wind-load specifications.
- B. Electrical Signs
 - 1. All electric signs installed or erected in Boulder County must bear the label of Underwriters Laboratories, Inc.
 - 2. Electric signs must be rain-tight, except that service holes fitted with waterproof covers must be provided to each compartment of such signs.
 - 3. All electrical signs erected must comply with the Electrical Code of Boulder County.
- C. Illuminated Signs
 - 1. Any light used for the illumination of a sign must be shielded so that the light will not shine directly on surrounding areas or create a traffic hazard or distraction to operators of motor vehicles on public thoroughfares.
 - 2. The Building Official may order a change in the illumination of any sign that becomes a hazard or nuisance.
- D. The Building Official must have the authority to inspect and order the painting, repair, alteration, or removal, at the owner's expense, of a sign that constitutes a hazard to safety, health or public welfare by reason of inadequate maintenance, dilapidation or obsolescence.

13-900 Nonconforming Signs

- A. Nonconforming signs must be governed by the provisions of 4-1000 Nonconforming Structures and Uses.

13-1000 Variances

- A. The Board of Adjustment must have the power to hear appeals and grant variances to the provisions of this Article per Article 4 of this Code.