



CITY OF ASPEN

Sign Permit Checklist

The Sign Code for the City of Aspen can be found in [Chapter 26.510, Signs](#)

Please submit your permit with the following type of information and documents:

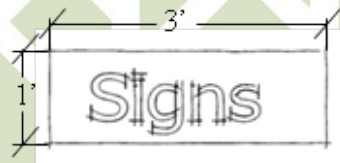
Please attach:

- A letter of consent from the owner of the building.
- How the sign will be mounted to the building
- Any lighting plans.
- Proposed location of the sign(s) and sign materials
- Net leasable calculation of the commercial space and explanation of how this information was obtained.
- Current allotment of signage in square feet.
- Dimensions and elevations of all proposed signs.

The bottom of any hanging sign must be 8 feet off the ground

To compute the square footage of your sign:

Sign 1: Window decal with solid background, vinyl.



= 3 square feet of sign area

Page 1 of 2

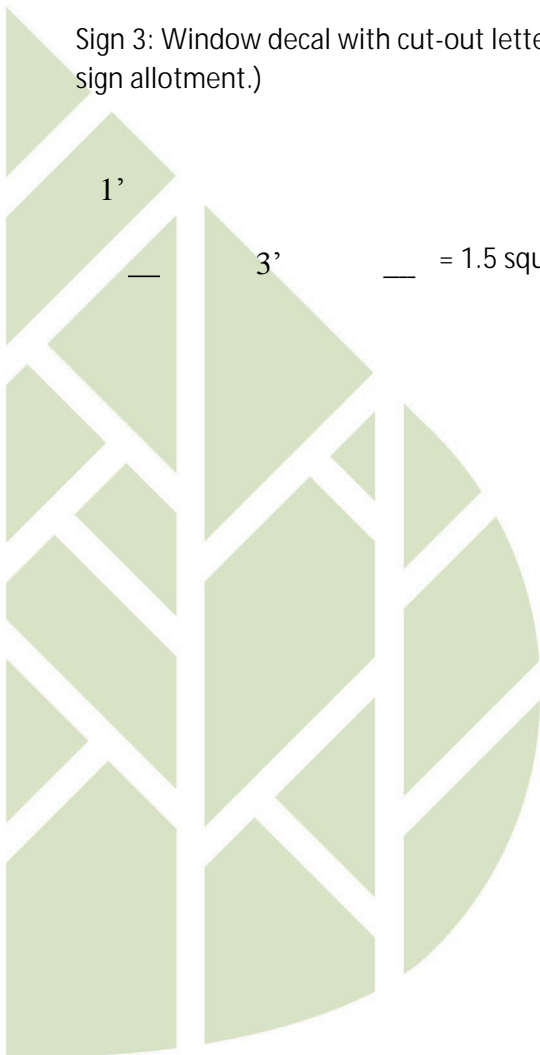


Sign 2: Projecting sign, wood

= 6 square feet of sign area

If the first projecting/blade sign is no longer than six square feet per side, it does not count toward sign allotment and is exempt.

Sign 3: Window decal with cut-out letters, vinyl (only 50% of the square footage counts towards the sign allotment.)



= 1.5 square feet of sign area (after cut-out letter bonus)