

## **Window Sign Permit Checklist Form**

**A Permanent Sign Permit is required via our eTRAKiT online Permit/Registry system.  
(SIGNS –PERMANENT – Window Sign)**

**Complete online application including:**

- ✓ Letter of Authorization from Property Owner/Management Company
- ✓ Dimensions of each proposed window sign
- ✓ Building Elevation showing windows (must have window dimensions)
- ✓ Building Elevation showing proposed location of window signs (photographs acceptable)

**\*\*\*Proposed window signs may not exceed 25% of window area to which it is affixed**

**Window Sign Detail Sheet(s) that include:**

- ✓ Graphics of the sign(s) *drawn to scale* and in color.

**Application Review Fee:**

\$10.00 for all proposed window signs

**All information on this sheet must be completed or applications will NOT be accepted.**

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**Once you have gathered the required documents please proceed to the eTRAKiT online Permit/Registry system. If you are a sign contractor and do not have an account set up for eTRAKiT please call (303) 841-2332 for assistance. If you are a business owner please click on “Setup an Account” and create a username and password.**

**Contact Information:**

Community Development Department, Development Review Division  
20120 E. Mainstreet, Parker, CO 80138  
303.841.2332; Fax 303.841.3228