

**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.

**Building Department Directory:**

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Web site - [www.clearcreekcounty.us](http://www.clearcreekcounty.us)

**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 of 14 feet width at the entry point and a minimum of 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.

**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 inspections when the permit is 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.



## Building Submittal Checklist

### Sign & Fence Permits

Included in this checklist are the **minimum standards** for department review.  
 This checklist does not imply that the building permit will be approved if all items are present at the time of submittal.

Once the application is deemed “complete”, you will receive a phone call to pay the review fees. Then, the file will be released to all Community Development Departments for reviews. When all of the departments have approved the submittal, the Building Plans Examiner will reach out for permit payment and the permit will be issued.

You can check the status of your permit at any time using your address [here](#).

**Applications receive 15 days for initial review.**

**After your review fees have been paid, it may take 2 weeks or longer to be reviewed by all departments**

**ALL REQUIREMENTS MUST BE PRESENT AT THE TIME OF SUBMITTAL OR THE APPLICATION WILL NOT BE ACCEPTED**

| CONTACT INFORMATION | FOR COUNTY USE ONLY |   |
|---------------------|---------------------|---|
| Owner Name:         | Reference #:        | Plan Review Fees Collected <input type="checkbox"/> |
| Owner Phone #:      | Parcel #:           |   |
| Owner E-mail:       | Use of Permit:      |   |
| Applicant Name:     |                     |   |
| Applicant Phone #:  |                     |   |
| Applicant E-mail:   |                     |   |
|                     | Reviewed By:        |   |
|                     | Date:               | Time:   |

### LAND USE FORMS

All land use forms must be filled out completely or the application may not be accepted

| REQUIRED LAND USE FORMS   | YES | NO | N/A |
|---|-----|----|-----|
| <a href="#">Sign &amp; Fence Permit Application</a>   |     |    |     |
| <a href="#">Zoning Verification Form</a>  |     |    |     |
| <a href="#">Construction Site Sanitation Agreement</a>  |     |    |     |
| OWTS Sizing Acknowledgement Agreement   |     |    |     |
| <input type="checkbox"/> N/A - Floor Plans showing all rooms in the structure(s)                    |     |    |     |
| <input type="checkbox"/> N/A – Public Sanitation - Will Supply letter/bill from Sanitation District |     |    |     |
| <a href="#">Defensible Space Application</a> or Permit already applied for                          |     |    |     |
| <a href="#">Landowner Authorization</a>   |     |    |     |
| <a href="#">Temporary Building Acknowledgement Form</a>   |     |    |     |

## SITE PLAN REQUIREMENTS

[Click Here](#) for an example of an acceptable Site Plan

| SITE PLAN REQUIREMENTS  |  |  |  |
|---|--|--|--|
| Site Plan is drawn to scale – common engineering scale ( <b>maximum of 1" = 60'</b> )   |  |  |  |
| Title block, written and graphic scale, north arrow designating true north  |  |  |  |
| All items on Site Plan are Labeled & identifiable<br><input type="checkbox"/> <b>Legend/Key Provided due to Plan not being labeled</b>  |  |  |  |
| Property boundary(s) of the subject property(s), indicating front, rear and side lines; with dimensions<br><input type="checkbox"/> <b>Secondary Site Plan Submitted to show all property boundaries and dimensions (for large properties)</b>  |  |  |  |
| Location and dimensions of any <b>existing and proposed</b> buildings/structures and retaining walls  |  |  |  |
| <b>All existing and proposed</b> buildings and structures ( <b>all sides</b> ) and <b>signs and fences</b> , are measured (in feet) to the nearest lot line, road right-of-way, or platted right-of-way, whichever is closest to the eaves or projections from the building or structure (decks included).<br><input type="checkbox"/> <b>Large Property, boundaries not shown at scale/dimensions missing (secondary Site Plan required)</b> |  |  |  |
| <b>SITE DEVELOPMENT – Building Submittal Site Plan Requirements</b>   |  |  |  |
| Driveway must be shown from access road up to <b>existing and proposed</b> structure(s)   |  |  |  |
| Location of streams, lakes, irrigation ditches, gulches, springs, washes, wetlands, floodplains and/or other drainage conditions located on the parcel<br><input type="checkbox"/> <b>None present on property</b>  |  |  |  |
| <b>ENVIRONMENTAL HEALTH – Building Submittal Site Plan Requirements</b> <input type="checkbox"/> <b>N/A – On Public Sanitation</b>  |  |  |  |
| Location of proposed and/or existing water supplies on property (wells)   |  |  |  |
| Location and dimension of any <b>existing or proposed</b> On-site Wastewater Treatment System components (tanks, sewer lines, clean-outs, soil treatment area, trenches, etc.)<br><input type="checkbox"/> <b>On public sanitation</b>  |  |  |  |

## CONSTRUCTION PLAN REQUIREMENTS

| CONSTRUCTION PLAN REQUIREMENTS   |  |  |  |
|--|--|--|--|
| <b>BUILDING DEPARTMENT</b>   |  |  |  |
| Wet stamp of PE or Architect on <b>ALL</b> structural pages  |  |  |  |
| Edition of Code is 2015 IRC or later   |  |  |  |
| Design Loads<br><b>Required Wind Load:</b> _____ <b>MPH Exp. C</b> <b>Required Roof Snow Load:</b> _____ <b>PSF</b><br><b>Design Wind Load:</b> _____ <b>MPH Exp. _____</b> <b>Design Roof Snow Load:</b> _____ <b>PSF</b> |  |  |  |
| Cross section(s)   |  |  |  |
| Complete Detail of Engineered Foundation System  |  |  |  |

- 
- COMPLETE**  
Minimum submittal requirements have been met and the submittal has been accepted. Individual departments may require additional information in order to complete the review. Any additional submittal conditions must be met within three months of notification or the application will be withdrawn automatically.
  
  - INCOMPLETE**  
Minimum submittal requirements have not been met. The submittal is considered incomplete and is not released for department reviews at this time. Please see the above checklists for items marked "NO" and make the required changes prior to resubmitting any forms or revised plans. Any additional submittal conditions must be met within three months of notification or the application will be withdrawn automatically.

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