



# SIGN PERMIT APPLICATION

PERMIT NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ TARGET DATE \_\_\_\_\_

<b>SITE ADDRESS</b>
<b>BUSINESS NAME ON SIGN</b>
<b>ASSESSOR'S TAX PARCEL #</b> _____ - _____ <b>ZONING DESIGNATION</b>
<b>ELECTRICAL INCLUDED</b> (Attaching to existing J-box) Yes/No <b>PROJECT VALUE \$</b>
<b>DETAILED PROJECT DESCRIPTION</b>

**SIGN OWNER:**

NAME			PRIMARY PHONE (    )    -
MAILING ADDRESS			FAX NUMBER (    )    -
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

**CONTRACTOR:**

NAME			OFFICE PHONE (    )    -
MAILING ADDRESS			CELL PHONE (    )    -
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
WA STATE CONTRACTOR'S LICENSE:		EXPIRATION DATE:	FEDERAL WAY BUSINESS LICENSE:

**APPLICANT**

NAME			PRIMARY PHONE (    )    -
MAILING ADDRESS			FAX NUMBER (    )    -
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

**PROJECT CONTACT**

NAME	PRIMARY PHONE (    )    -	E-MAIL ADDRESS:
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*I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge, and further, that I am authorized by the owner of the above premises to perform the work for which the permit application is made.*

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

PROVIDE THE FOLLOWING INFORMATION FOR EACH PROPOSED SIGN

FREE STANDING SIGNS						
	SIGN TYPE (Monument, Pedestal, Pole)	SIGN AREA (# of faces x 2)	ILLUMINATED?	LANDSCAPING (square feet)	TOTAL HEIGHT	BASE HEIGHT
A						
B						
C						

SUBJECT PROPERTY'S FRONTAGE ON PUBLIC RIGHT OF WAY (LINEAR FEET): \_\_\_\_\_

BUILDING MOUNTED SIGNS					
	SIGN TYPE (Cabinet, Channel Letter, Awning, etc.)	SIGN AREA	ILLUMINATED?	BUILDING ELEVATION (N,S,E,W)	EXPOSED BUILDING FACE
A					
B					
C					
D					
E					

LARGEST EXPOSED BUILDING FACE (SQUARE FEET): \_\_\_\_\_

EXEMPT SIGNS				
	SIGN TYPE (Directional, Instructional, tenant panel, etc.)	SIGN AREA	SIGN HEIGHT	NUMBER OF SIGNS
E-1				
E-2				
E-3				
E-4				
E-5				

# SIGN PERMIT SUBMITTAL CHECKLIST

APPLICATIONS WILL NOT BE ACCEPTED AT THE COUNTER UNLESS ALL REQUIRED INFORMATION IS PROVIDED

## SUBMITTAL REQUIREMENTS FOR ALL SIGN PERMITS

- COMPLETED PERMIT APPLICATION
- APPLICATION FEES
- TWO (2) COMPLETE SETS OF PLANS (ASSEMBLED AND STAPLED INTO SETS)
- MINIMUM PLAN SIZE – 11" x 17"
- PLANS DRAWN TO SCALE AND SCALE PROVIDED
- SITE PLAN:
  - Scale (1" = 20')
  - North arrow
  - Property lines and building footprint
  - Location of suite, if multi-tenant
  - Location of **ALL** proposed signs, including refaces
  - Each sign alpha labeled consistent with application
  - Location of all existing signs to remain
  - Location of all existing signs to be removed

## ADDITIONAL REQUIREMENTS FOR WALL MOUNTED SIGNS

### ELEVATION DRAWINGS

- Scale ( $\frac{1}{8}" = 1'$ )
- Location and size of all signage including:
  - Existing signs to be removed
  - Existing signs to remain on each façade
  - Proposed signs
- Dimensions of each building face or suite façade
- Calculated total building face area
- Calculated total sign face area **OR**  
Calculated total area of individual signage components (letters, numbers, logos, etc.)
- Each proposed sign alpha labeled consistent with application

### DETAILS

- Scale
- Sign materials, color and illumination type
- Actual weight of sign or individual letters
- Cross-section showing scaled width of sign: if canopy or awning, show entire building including awning/canopy and color scheme
- Method of attachment, size/type of connector **AND**
- Site-specific installation details (what sign is attached to in field), placement and construction
- Each proposed sign alpha labeled consistent with application

## ADDITIONAL REQUIREMENTS FOR FREE-STANDING SIGNS

### LANDSCAPING PLAN (IN ADDITION TO OVERALL SITE PLAN)

- Minimum scale 1" = 20'
- Footprint and dimensions of sign
- Setbacks from property line(s)
- Show point of measurement for location of property line(s) using fog-line, sidewalk, and/or edge of pavement
- Show location of driveway(s) and street(s)
- Dimensions of landscape area
- Type & location of landscape vegetation
- Calculated area of landscaping (minus footprint of sign)

### DETAILS

- Foundation/footing information
- Wind load calculations (for signs 6' & over)

### ELEVATION DRAWINGS

- Scale
- Sign materials, color & illumination type
- Sign face/panel/base dimensions
- Calculated total sign/panel area
- Base materials & how harmonious w/building
- Foundation type
- Alpha labeling consistent with application

### CROSS-SECTION

- Scale
- Edge of landscaping area
- Existing & finished grades surrounding sign
- Total sign height from average grade