



SIGN PERMIT APPLICATION

Right-of-Way Permit is required if the installation of the sign will be performed from the right-of-way
 Application fee for 1st sign: \$30.00, plus \$5 for each additional sign
 and Plan Review fee are due upon submittal. Permit fee will be collected upon issuance

Site Address:

Applicant Name:

Phone:

E-mail address:

Mailing Address:

Property Owner:

Phone:

E-mail address:

Contractor:

Phone:

E-mail address:

WA State Contractor's License (required):

Project Value – cost of sign + installation:

****ENGINEERING REQUIRED for all signs weighing more than 25lbs total****
****Third-party special inspection is required if epoxy or welding is used as a fastener****

Required Documents:

Additional information may be required as determined by the Building Official

- Foundation detail of freestanding signs & structural details for **all** signs
- Cross section showing attachment method (bolts, lags, etc) including fastener size, spacing & quantity
- Color rendering of proposed sign including elevations with sign dimensions
- Site plan showing the location of pole, monument, or freestanding signs

Face change only requires color rendering of proposed sign including elevations with sign dimensions. Application fee for 1st sign: \$30.00, plus \$5 for each additional sign. No plan review fee or permit fee is due.

Sign Type	Illuminate Type	Weight	Height above grade	Projection over public ROW	Sq Ft of Sign

Sign type examples: Projecting, Wall, Pole, Freestanding, Temporary, Portable, On/Off Premise, Special District, Nameplate, Roof, Freeway.

I certify, by checking this box and printing my name below, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit.
I understand that this application is not deemed filed until fees are paid.

Date:

Printed Name of Property Owner, Owner's Authorized Agent, OR Contractor