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## **SIGN PERMIT APPLICATION REQUIREMENTS**

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ALL SUBMITTALS MUST BE COMPLETE  
APPLICATIONS SHALL BE SUBMITTED ON THE [PERMIT PORTAL](#)

### **ALL SIGNS**

- [Applicant Contact List](#)
- Sign Plans, showing:
  - Narrative description of sign materials
  - Scaled image of the sign with dimensions and color renderings
  - Construction details of the sign(s) including attachment method
  - If illuminated: power, wiring, and UL listed materials
- Site Plan showing:
  - Graphic scale, North arrow
  - 14-digit Assessor's property tax account number and project address
  - Proposed sign location(s)
  - Property lines and streets with dimensions to the sign
  - Existing buildings/structures, and all existing signs
  - Lineal footage of building façade, including a public entrance
  - Any existing easements
  - Landscaping around the base if freestanding
- Completed [Sign Area Worksheet](#)

### **BUILDING SIGNS AND HANGING/PROJECTING SIGNS**

- Building elevations showing dimensions of the building/tenant space façade and the location of the sign with reference to architectural features of the building
- Indicate that sign does not extend higher than building eave, parapet, roof, or cornice
- Linear distance from curb
- Measurement from grade to the sign

### **FREESTANDING SIGNS**

- Structural plans that include wind, overturn, and lateral design stamped by an engineer, licensed in WA
- Foundation plan

### **IF PROJECTING OVER PUBLIC RIGHT-OF-WAY**

- Right-of-Way Hold Harmless Agreement
- Right-of-Way Disturbance Permit (separate application required)

### **[DESIGN REVIEW SUBMITTAL](#) (if located in Historic District)**

#### **NOTE:**

The property owner is responsible for verifying property lines and all setbacks (SMC 19.04.170). Applicant shall show and verify the location of property lines on the site plan. In some cases, a recorded survey may be required by the Building Official.