



SIGN SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

ALL SIGNS

- Sign Permit Application
- IF A TENANT OR LESSEE** – a letter from the property owner stating the following:
 - Permission for sign installation.
 - The number of businesses in the building.
 - The total façade area, in square feet, of each business.
 - Whether there is a City-approved Master Signage Plan for the building. If there is, include a copy of the Master Signage Plan.
- IF PROJECTING OVER PUBLIC RIGHT-OF-WAY:**
 - Right-of-Way Hold Harmless Agreement.
 - Right-of-Way Use Permit.
- A scaled **sketch or photograph** of the sign, with dimensions
- Building elevations** showing the location of the sign, with reference to architectural features of the building.
- Paint chips or **color rendering** of proposed colors.
- Narrative description of sign materials.
- Sign Plans**, showing:
 - Construction of the sign(s).
 - Details of attachment method, if not freestanding.
- Completed Sign Area Worksheet
- Fees based on installation costs and value of the sign

BUILDING SIGNS

Additional **SITE PLAN** Requirements (**SMC 14.245.070**)

- Indicate that sign does not extend higher than building eave, parapet, roof, or cornice.

FREESTANDING SIGNS

Additional Requirements (**SMC 14.245.065**)

- Structural plans that include wind and overturn, and lateral design.
Plans must be wet-stamped by a licensed Washington state Architect or Engineer.
- Foundation plan.
- Measurement from grade to all portions of a pole sign for vehicle clearance.
- A **Site Plan** (including a North arrow, drawn to scale where 1" = 20') showing:
 - Proposed sign location.
 - Location of property lines and streets.
 - Location of existing buildings/structures, and all existing signs.
 - Lineal footage of building façade, including a public entrance.
 - Indication that the sign does not create a sight obstruction (Design & Construction Standards 4.20).
 - Any existing easements.

HANGING/PROJECTING SIGNS

Additional **SITE PLAN** Requirements (**SMC 14.245**)

- Distance from curb.
- Measurement from grade to all portions of the sign.