

SIGN PERMIT APPLICATION

PERMIT NUMBER _____ - _____ - _____ TARGET DATE _____

SITE ADDRESS

BUSINESS NAME ON SIGN

ASSESSOR'S TAX PARCEL # _____ - _____ ZONING DESIGNATION

ELECTRICAL INCLUDED? PROJECT VALUE \$

DETAILED PROJECT DESCRIPTION

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: | UBI NUMBER |

APPLICANT

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

**PROJECT
CONTACT**

| | | |
|------|------------------------|-----------------|
| NAME | PRIMARY PHONE () - | E-MAIL ADDRESS: |
|------|------------------------|-----------------|

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
(IF YOU HAVE A NUMBER OF IDENTICAL SIGNS, EACH ONE NEEDS TO BE SHOWN SEPARATELY)

| FREE STANDING SIGNS | | | | | | |
|---------------------|---|-----------|--------------|------------------------------|-----------------|----------------|
| | SIGN TYPE (Monument, Pedestal, Pole) | SIGN AREA | 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 | | | | |

All projects that require plan review must be submitted electronically. Please visit our website at <https://www.federalwaywa.gov/page/permit-center> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review. Documents that are incorrectly named or formatted will not be accepted for review.

SIGN PERMIT SUBMITTAL CHECKLIST

APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL REQUIRED INFORMATION IS PROVIDED

SUBMITTAL REQUIREMENTS FOR ALL SIGN PERMITS

- ☐ COMPLETED PERMIT APPLICATION
- ☐ APPLICATION FEES
- ☐ COMPLETE SET OF PLANS
- ☐ MINIMUM PLAN SIZE – 11" x 17"
- ☐ DO NOT USE RED INK ON PLANS
- ☐ 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 re-faces
 - ☐ 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 (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