



Sign Permit Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

Applicant / Staff Verify

- ___ / ___ Completed application form.
Please note that existing signage must be listed for the entire lot and/or commercial development, with total sign square footage listed.
- ___ / ___ Completed Land Use Development Application, Type I
- ___ / ___ Statement of Ownership/Applicant Authority
- ___ / ___ Site Plan (2 sets) of entire legal lot containing the following:
___ / ___ (a) Property line dimensions
___ / ___ (b) Location of all existing buildings in the entire development
___ / ___ (c) Location of new sign
___ / ___ (d) Tax Account Number
___ / ___ (e) North arrow, scale, date of preparation
- ___ / ___ Structural Details (2 sets) of the sign containing the following:
___ / ___ (a) Dimensions of the sign and/or logos
___ / ___ (b) Sign lettering and/or logos
___ / ___ (c) Height of letters and/or sign panel
___ / ___ (d) Elevation from finished grade to top of sign
___ / ___ (e) Complete structural details to 2009 IBC specifications
- ___ / ___ Copy of Sign Contractor's Registration License (issued by Labor and Industries)
- ___ / ___ Plan Check Fee (other fees to be paid at issuance)

POLE SIGNS ONLY (in addition to all the above)

- ___ / ___ Location of all signs on site
___ / ___ Distance of new sign to property line
___ / ___ If pole connected above-ground, structural plans must be signed and wet stamped by a licensed WA state architect or engineer
___ / ___ Location of septic tanks and drain fields