



# Sign Permit Submittal Checklist



Project File Number: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

### *Applicant / Staff Verify*

\_\_\_ / \_\_\_

Completed Supplemental 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 2012 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, drain fields and utilities