



SIGN PERMIT APPLICATION REQUIREMENTS

The checklist below identifies elements and information necessary for the City to accept a sign permit application at the counter for further processing.

If you think an item is not applicable to your project, please bring this to the attention of the planner prior to submitting your application. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing.

In most cases, submittals must be made in person. Submittals by mail or email will be accepted only by prior arrangement. The City is not be responsible for material mailed or emailed without prior arrangement.

The information on this checklist is not meant to be all-inclusive and additional materials may be required as review proceeds.

Contact the Department of Public Works and Community Development at 425-413-8800 with any questions.

Submittal Requirements

- "Sign Permit Application Requirements" checklist (1 copy)
- Sign Permit Application (1 copy)
- Sign Permit Fee
- Vicinity Map (2 copies)
- Site plan drawn to scale with property lines and dimensions; building footprints; driveways; rights-of-way adjacent to the property; location of tenant's space or building; location and property-line setback for free-standing signs and location of signs to be removed or replaced (2 copies).
- Scaled building elevation drawings, with height, width and location of the proposed sign, for any building face on which a wall-mounted sign will be installed.(2 copies).
- Graphic depiction of proposed signs, drawn to scale and showing dimensions, lettering/logos, material, color, and method of illumination, if any (2 copies).
- Scaled detail structural drawings of sign attachments for wall-mounted signs or footings/foundation for free-standing signs (2 copies).
- Detail drawings for electrical sign connections, if any (2 copies).
- For freestanding signs, curb and landscape plans, with property line setbacks. Provide one square foot of landscaping per square foot of sign face, up to a maximum of 64 square feet (2 copies).
- Signed letter from the property owner granting permission to install the proposed sign or signs if application is not signed by owner (2 copies).

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