



CITY OF WOODINVILLE

Development Services Department

425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072
 Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

SIGN PERMIT APPLICATION

A. PROJECT INFORMATION	
PROJECT NAME:	PERMIT NO:
PROJECT ADDRESS:	Unit # PARCEL NO:
B. CONTACT INFORMATION	
PROPERTY OWNER	TENANT
NAME:	NAME:
BUSINESS:	BUSINESS:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
EMAIL ADDRESS:	EMAIL ADDRESS:
CONTRACTOR	
NAME:	PHONE NUMBER:
BUSINESS:	EMAIL ADDRESS:
ADDRESS:	LICENSE NUMBER: EXP DATE:
PRIMARY CONTACT FOR APPLICATION <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	
C. SITE INFORMATION	
DOES THIS PROPERTY HAVE A MASTER SIGNAGE PLAN? <input type="checkbox"/> Yes, Permit # _____ <input type="checkbox"/> No	# OF TENANTS ON PROPERTY
LINEAR STREET FRONTAGE OF PROPERTY:	GROSS SQUARE FOOTAGE OF TENANT SPACE:
BUILDING FAÇADE DIMENSIONS: LENGTH:	HEIGHT: TOTAL AREA:
D. OWNER AUTHORIZATION	
<p>I certify under penalty of perjury that I am the owner or authorized agent of the above property and the information furnished by me is true and correct to the best of my knowledge. I certify that all applicable federal, state, county, and City of Woodinville requirements for the work authorized by this permit shall be met. I grant permission for City staff to enter areas covered by this permit application for the sole purpose of inspecting work completed under this permit application and enforcing provisions related to the issuance or approval of the permit.</p>	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Owner / Owner's Agent	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date

PLEASE PROVIDE ADDITIONAL SIGN INFORMATION ON THE FOLLOWING PAGE.

E. SIGN INFORMATION			
TOTAL NUMBER OF SIGNS:		VALUATION:	
INFORMATION	SIGN 1	SIGN 2	SIGN 3
GENERAL			
TYPE OF SIGN	<input type="checkbox"/> Freestanding <input type="checkbox"/> Building <input type="checkbox"/> Shingle/Awning <input type="checkbox"/> Electronic Reader Board <input type="checkbox"/> Community Bulletin Board <input type="checkbox"/> Other: _____	<input type="checkbox"/> Freestanding <input type="checkbox"/> Building <input type="checkbox"/> Shingle/Awning <input type="checkbox"/> Electronic Reader Board <input type="checkbox"/> Community Bulletin Board <input type="checkbox"/> Other: _____	<input type="checkbox"/> Freestanding <input type="checkbox"/> Building <input type="checkbox"/> Shingle/Awning <input type="checkbox"/> Electronic Reader Board <input type="checkbox"/> Community Bulletin Board <input type="checkbox"/> Other: _____
MAX. HEIGHT OF SIGN (feet)			
NUMBER OF SIGN FACES			
SIGN FACE DIMENSIONS (length x height)			
LETTERING HEIGHT (inches)			
TYPE OF ILLUMINATION	<input type="checkbox"/> Backlit or internal illumination <input type="checkbox"/> Indirect or external illumination <input type="checkbox"/> None	<input type="checkbox"/> Backlit or internal illumination <input type="checkbox"/> Indirect or external illumination <input type="checkbox"/> None	<input type="checkbox"/> Backlit or internal illumination <input type="checkbox"/> Indirect or external illumination <input type="checkbox"/> None
MATERIALS			
FRAME, FACE, MOUNTING MATERIALS			
COLORS (Please provide Pantone Color System equivalent.)			
BACKGROUND, MOUNTING, FRAME, LETTERS/LOGO COLORS			
BUILDING SIGNS ONLY			
PROTRUSION FROM BUILDING (inches):		HEIGHT ABOVE WALKWAY (feet):	
FREESTANDING SIGNS ONLY			
SETBACKS FROM PROPERTY LINES:		PROPOSED LANDSCAPING:	
SUBMITTAL REQUIREMENTS			
Please read carefully and submit the following submittal materials with your application. Other materials may be required if staff determines that additional information is necessary to complete review of the application.			
	Permit Application Fee		
	Owner Authorization or Written Permission (freestanding signs only)		
	Site Plan (3 copies) – Show location of all existing and proposed signs. For freestanding signs, identify spacing in between all signs, setbacks from property lines, and a 15-foot sight distance triangle from street corners		
	Sign Construction Drawings (3 copies) – Specifications for the sign and the building including dimensions, materials, and colors – Color building elevations showing the width/height of the tenant space and height of sign above any pedestrian walkways – Attachment and/or footing details – Structural calculations may be required due to the size, location or configuration of the sign – For freestanding signs only , landscaping and irrigations showing the location of the proposed sign, all new and proposed plantings (including square footages) and the irrigation system		