



# HOW TO APPLY FOR A SIGN PERMIT

## Development Services Department

425-489-2754 • 17301 133<sup>rd</sup> Avenue NE • Woodinville, WA 98072

Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

## Permanent Signs

The first step to applying for a sign permit is to gather the correct information. For a permanent sign permit application the following information will be needed to get the application completed:

- Sign Permit FAQ's
- Master Submittal Checklist
- Permanent Sign Permit Application Form
- Statement on Decision Criteria for Permanent Sign

This information can be found on the City's website at: <http://www.ci.woodinville.wa.us/Work/PermitForms.asp>.

### Sign Permit FAQ's

This handout is meant to provide the applicant with answers to common questions regarding signs. This form is not required to be submitted with the application, but can provide direction on the design of the sign.

### Master Submittal Checklist

This checklist provides the applicant with a simplified table of what is required to obtain a complete application. Submittal of a complete application is necessary in order for City staff to start reviewing a permit. For a sign permit, the following information is required:

Item	Further Explanation
1. Application Form	See <b>Sign Permit Application</b>
2. Application Fee	The sign permit plan review fee will be due. This fee is based on the valuation of the work.
3. Legal Description	This can be found on a title report or on the King County Assessor's website.
4. Owner Authorization Form	See <b>Owner Authorization Form</b> . In the case where a property is owned by a non-individual, the City will require Articles of Incorporation or other document stating who has authority to bind the property, and that person will be required to sign the Owner Authorization Form.
5. Contractor Verification	This information can be entered on the Application Form, or can be a separate document. If the contractor has not been determined, write "TBD" on the application form. The permit will receive a complete application and the review will continue. The permit will not be issued without the contractor information.
6. Statement on Decision Criteria	See <b>Statement on Decision Criteria for Permanent Sign Permit</b> . For each sign that is part of the application, a separate Statement must be submitted. This form is not required for those sign permits that are reviewed under a previously approved Master Signage Plan.
7. Three sets of sign construction drawings	See <b>Building Plan Standard Requirements</b> . Be sure to include the attachment details for building signs, and the footing details for freestanding signs. Also, include the dimensions of the sign. Please remember that the sign area is calculated using a single rectangle that can include all of the logos and lettering.
8. Three sets of a site plan	See <b>Site Plan Standard Requirements</b> . The site plan should show all existing and proposed freestanding signs and the spacing in feet between all of these freestanding signs.
9. Landscaping and irrigation plans (for freestanding signs)	See <b>Site Plan Standard Requirements</b> or <b>Civil Plan Standard Requirements</b>
10. Color elevations (for building signs)	The elevations should show the width and height of the tenant space. If they cannot be printed in color, then they must clearly show the elements of the building.
11. Structural calculations	Structural calculations may be required due to the size, location or configuration of the sign.

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The following information may be required, depending on the scope of the project:

### Permanent Sign Permit Application Form

The application form must be completely filled in and signed in ink for the application to be considered complete. When completing this form, please pay attention to the following tips:

- The project address should be as specific as possible. Include suite numbers.
- The parcel number can be found online at the King County Assessor's website. The City can, also, provide this information to you, if you know the address and property owner.
- The City can provide the zoning information for the property, or this can be found on the City website. Search for Zoning Map and locate the parcel on the map. <http://www.ci.woodinville.wa.us/Images/Maps/Zoning.pdf>
- The valuation of the signs should include materials and labor to install the sign. The permit fee is based on this amount. It must be filled in.
- Most properties do not have a Master Signage Plan. Normally as part of a lease, the landlord will let you know whether there are restrictions on signs under a Master Signage Plan. You can also contact the City to determine if a Plan is in effect.
- The lineal street frontage is that area that is on public right-of-way. The size of freestanding signs is partially based on this number, so be as accurate as possible.
- The number of tenant spaces should include those that are currently vacant.
- The gross square footage of the building should be listed based on the type of sign. If the proposed sign will be for a single tenant, only include the gross square footage for that tenant. If the proposed sign will be for multiple tenants, then list the gross square footage of the entire building.
- One sign permit can cover more than one sign. Please indicate on the form both the number of signs, and check the corresponding type of signs that are included in the application.

Please pay attention to the note that a sign should not be ordered or constructed until the sign permit has been issued. This can save money later when a sign is redesigned to meet the City's sign code requirements.

### Statement on Decision Criteria for Permanent Sign

This form must be completely filled in for the application to be considered complete. When completing this form, please pay attention to the following tips:

- One form per sign must be completed. For applications with multiple signs included under the same permit, there should be multiple Statement forms submitted.
- The City will enter the permit number. The rest of the form should be filled out by the applicant.
- This form is based on the sign code. Some questions can be answered by reviewing the code while filing out the form. You can also use the Sign Code FAQ's to help answer some questions.

The sign code may be found in the Woodinville Municipal Code (WMC), Chapter 21.20, and is located on the City's web site: <http://www.ci.woodinville.wa.us/Work/ZoningCode.asp>

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## Temporary Signs and Portable Signs

For a temporary sign permit the following information will be needed to get the application completed:

- Sign permit FAQ's
- Master Submittal Checklist
- Sign of Limited Duration Permit Application Form OR Portable Sign Permit Application

This information can be found on the City's website at: <http://www.ci.woodinville.wa.us/Work/PermitForms.asp>.

### Sign Permit FAQ's

This handout is meant to provide the applicant with answers to common questions regarding signs. This form is not required to be submitted with the application, but can provide direction on the design of the sign. For temporary signs there is a chart that shows the type of temporary sign, whether a permit is required, and the restrictions. These can, also, be found in WMC 21.20.130.

### Master Submittal Checklist

This checklist provides the applicant with a simplified table of what is required to obtain a complete application. Submittal of a complete application is necessary in order for City staff to start reviewing a permit. For a sign permit, the following information is required:

#### Sign of Limited Duration

Item	Further Explanation
1. Application Form	See <b>Sign of Limited Duration Permit Application</b>
2. Permit Fee	The permit fee is not due at submittal. It's due at issuance. There is a lower fee for renewals of temporary signs.
3. Contractor Verification	This is only required if a contractor is installing the sign.
4. Three sets of sign construction drawings	Be sure to include the attachment details. Also include the dimensions of the sign. Please remember that the sign area is calculated using a single rectangle that can include all of the logos and lettering.
5. Three sets of a site plan	The site plan should show all proposed temporary signs.

#### Portable Sign

Item	Further Explanation
1. Application Form	See <b>Portable Sign Permit Application</b>
2. Permit Fee	The permit fee is not due at submittal. It's due at issuance. There is a lower fee for renewals of portable signs.
3. Two sets of sign construction drawings	A picture of the sign with the height and width drawn on will work for the portable sign.

### Temporary Sign Permit Application Form OR Portable Sign Permit Application

There are two different application forms for temporary signs. For a special event, political, stationary real estate, community event, or street banner sign, the Sign of Limited Duration Permit Application form is used. For a portable/a-board sign, the Portable Sign Permit Application is used.