



City of Edgewood
 2224 104th Avenue East
 Edgewood, WA 98372-1513
 (253) 952-3299 Fax (253) 952-3537

Tracking #: _____

SIGN PERMIT APPLICATION

Application and plans must be complete prior to acceptance for plan review.
 Mail or facsimile applications not accepted.

Application Type: Freestanding Sign Permanent Wall Sign Temporary Sign Other _____

Project Name/Occupant:	Value of Project:
Site Address: _____ City, State & Zip	Parcel Number:
Property Owner:	Phone:
Street Address: _____ City, State & Zip	Fax:
Contractor:	Phone:
Street Address: _____ City, State & Zip	Fax:
Contact Person:	Phone:
Street Address: _____ City, State & Zip	Fax:

Description of Work: _____

Sign Height: _____ Sign Width: _____ Total Square Footage of Sign: _____

Number of Faces: _____ Building Height: _____ Depth of Footing: _____

PRIOR BUSINESS NAME _____ PRIOR USE _____ PROPOSED USE _____

**A site plan must be submitted showing the location of all current or proposed signs.
 SEE SIGN PERMIT APPLICATION REQUIREMENT CHECKLIST ON BACK PAGE**

Building Owner/Authorized Agent: If the applicant is other than the owner, registered architect/engineer, or contractor licensed by the State of Washington, a notarized letter from the property owner authorizing the agent to submit this permit application and obtain the permit will be required as a part of this submittal.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE UNDER PENALTY OF PERJURY BY THE LAWS OF THE STATE OF WASHINGTON, AND I AM AUTHORIZED TO APPLY FOR THIS PERMIT.

Signature: _____ Date: _____

Print Name: _____ Phone: () _____

Expiration of Application: Applications for which no permit is issued within 180 days following the date of application shall expire by limitation. Prior to expiration, an extension for a period not exceeding 180 days upon written request by the applicant as defined in Chapter 1 of the Uniform Building Code (current edition). No application shall be extended more than once.

STAFF USE ONLY:
 Date Application Accepted: _____ Date Application Expires: _____

SIGN PERMIT APPLICATION REQUIREMENT CHECKLIST

BUILDING DIVISION

1. Sign structural specifications (2 copies)
2. Site plan with written dimensions
 - a. Wall Sign.
 - 1) Mounting detail / specific size & type of fastenings
 - 2) Weight of sign
 - 3) Area of sign to include all dimensions
 - b. Monument / Pole signs.
 - 1) Footing details with steel & bolting
 - 2) Plans showing all construction details
 - 3) Area / Dimensions

PLANNING DIVISION

SITE PLAN (See Sample Site Plan)

1. Scaled with scale bar
2. North arrow
3. Dimensions of all property lines, easements, drainfields, reserve areas, and known infiltration areas
4. Known easements
5. Ingress / egress points on property
6. Label known streets
7. Identify any critical areas and buffers
8. Location of fire hydrants, utility poles and all overhead wiring to any structures
9. Identify contours in two-foot intervals
10. Provide cut-away section to show the road from the road center to the sign location.
The sign height and landscape berm are measured from the crown of the road level, to the top of the sign structure.

SIGN REQUIREMENTS

1. Identify and describe the sign being permitted
2. Include sign drawings showing display faces with proposed message and design, which are accurately represented as to size, area, and proportion
3. Provide landscaping plan if required for berm
4. A business registration is required for each business claiming space on the sign. This allows for additional sign area (1 business = 40 square feet; 2 businesses = 44 square feet; 3 or more businesses = 48 square feet).