



## CITY OF WOODINVILLE DEVELOPMENT SERVICES

# DEVELOPMENT GUIDE SIGNS

# SIG

### WHEN DO I NEED A SIGN PERMIT?

A permit is required any time a sign is erected, altered, or relocated. This includes changing the name of the business for a single-tenant sign.

A **sign** is defined as “any device, structure, fixture, or placard that is visible from a public right-of-way or surrounding properties and uses graphics, symbols, logos, or written copy for the purpose of advertising or identifying any establishment, product, goods, service, or event” (WMC 21.05.558).

Displays that are exempt from the sign code are found in WMC 21.20.030, and prohibited signs are found in WMC 21.20.040.

### WHAT KIND OF SIGN PERMITS DO I NEED?

**Permanent Sign.** A sign that is painted on, directly attached or supported by a building or structure, or a sign that is anchored into the ground.

**Temporary Sign.** Any sign, banner, pennant, or advertising display intended to be displayed for a limited time period. Examples of temporary signs include special event, political, stationary real estate, community event, or street banner sign and easily removed signs attached to windows are considered temporary signs. Temporary signs also include those which are capable of being moved and are not permanently affixed to the ground, a structure or building, such as an A-frame or sandwich board sign.

### WHAT DO I NEED TO SUBMIT A SIGN PERMIT?

A list is provided for each type of sign permit. The list elaborates on the official Application Submittal Checklist that is used to determine if a permit can be processed.

#### Permanent Sign

- \_\_\_\_\_ **Application Form.** Complete the Permanent Sign Permit Application.
- \_\_\_\_\_ **Application Fee.** The sign permit plan review fee will be due at permit issuance.
- \_\_\_\_\_ **Legal Description.** This can be found on a title report or on the King County Assessor’s website.
- \_\_\_\_\_ **Owner Authorization Form.** See Owner Authorization Form. In the case where a property is owned by a

non-individual, the City will require documentation stating who has authority to sign for the property.

- \_\_\_\_\_ **Contractor Verification.** This information can be entered on the Application Form, or can be a separate document. The permit will not be issued without the contractor information.
- \_\_\_\_\_ **Sign Construction Drawings** (3 sets). Include plans and specifications for the sign and building, including dimensions. Additionally, information on the attachment details for building signs and the footing details for freestanding signs should be included. Remember that the sign area is calculated using a single rectangle that includes all logos and lettering.
- \_\_\_\_\_ **Site Plan** (3 sets). The site plan should show all existing and proposed freestanding signs and the spacing in feet between all freestanding signs.
- \_\_\_\_\_ **Landscaping and Irrigation Plans** (for freestanding signs). The landscaping and irrigation plans should show the location of the proposed sign, all new and proposed plantings (including square footages), and the irrigation system.
- \_\_\_\_\_ **Color Elevations.** 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.
- \_\_\_\_\_ **Structural Calculations.** Structural calculations may be required due to the size, location, or configuration of the sign.

#### Signs of Limited Duration and Portable Signs

- \_\_\_\_\_ **Application Form.** Complete the Temporary Sign Permit Application.
- \_\_\_\_\_ **Application Fee.** The permit fee is due at issuance. Signs are renewed yearly at a lower fee.
- \_\_\_\_\_ **Contractor Verification.** Only required if a contractor is installing the sign.
- \_\_\_\_\_ **Sign construction drawings** (3 sets). Be sure to include the attachment details if applicable. Also include the dimensions of the sign. Please remember that the sign area is calculated using a single rectangle that includes all logos and lettering.

Portable signs such as A-boards (sandwich boards) or banners must include a photograph or drawing at minimum.

\_\_\_\_ **Site Plan** (3 sets). The site plan should show all proposed temporary signs.

**Spacing of freestanding signs:** If more than one freestanding sign is permitted on a site, these signs must be spaced a minimum of 140 feet apart.

**Street address:** If the street address is not prominently displayed on the building, it will be required to be displayed on the sign.

**Sight distance:** All freestanding signs are required to meet the sight distance requirements in WMC 21.12.200. This requires no physical obstruction between 42 inches and 8 feet above the existing grade, for a distance of 15 feet from any intersection or driveway.

**Minimum clearance:** Any sign that projects over pedestrian walkways or sidewalks must have clearance of 8 feet above finished grade and cannot project more than 6 feet from the supporting building.

### WHAT ARE THE GENERAL REQUIREMENTS FOR SIGNS?

**Size and dimensions:** The sign code regulates building and freestanding signs by the zone the property is located in. See the “Permanent Sign Bulk Requirements” and “Temporary Sign Requirements” sections for the requirements.

**Sign illumination:** Internal and external illumination is permitted in the non-residential zones. Internally illuminated signs must emphasize the lighting of the text, and minimize the lighting of the sign background. Indirectly illuminated signs must be designed so that glare does not project onto other properties or the street.

### PERMANENT SIGN BULK REQUIREMENTS

#### Building Signs

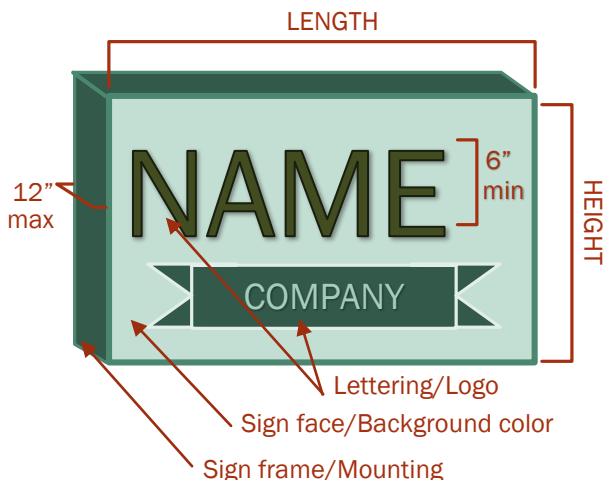
	R1 – 8	R9+	CBD, GB, NB, TB, O	I
<b>Number of signs</b>	1	1	1 per tenant per facade, maximum 2 per tenant, plus 1 per building	1 per tenant per facade, maximum 2 per tenant, plus 1 per building
<b>Maximum height</b>	No portion of the sign may protrude above the highest point of the roof or break the plane of the roof	No portion of the sign may protrude above the highest point of the roof or break the plane of the roof	No portion of the sign may protrude above the highest point of the roof or break the plane of the roof	No portion of the sign may protrude above the highest point of the roof or break the plane of the roof
<b>Maximum size per face</b>	8% of building facade area, maximum 10 square feet	8% of building facade area, maximum 20 square feet	8% of building facade area	8% of building facade area
<b>Colors</b>	Required to use City background colors	Required to use City background colors	Recommended to use City background colors	Recommended to use City background colors
<b>Illumination</b>	No illumination permitted	No illumination permitted	Permitted	Permitted
<b>Materials</b>	Plastic not permitted	Plastic not permitted	Sign face encouraged to be constructed of anodized or treated metal, wood, masonry, tile, or neon. Plastic is discouraged	Sign face encouraged to be constructed of anodized or treated metal, wood, masonry, tile, or neon. Plastic is discouraged
<b>Mounting</b>	Maximum protrusion from facade is 1 foot	Maximum protrusion from facade is 1 foot	Maximum protrusion from facade is 1 foot	Maximum protrusion from facade is 1 foot
<b>Sign frames</b>	Frame must be concealed or integrated with the building using similar materials and colors	Frame must be concealed or integrated with the building using similar materials and colors	Frame must be concealed or integrated with the building using similar materials and colors	Frame must be concealed or integrated with the building using similar materials and colors

## Freestanding Signs

	R1 - 8	R9+	CBD, GB, NB, TB, O	I
Number of signs	1 per entrance	1 per entrance	1 per street frontage, plus 1 for each 250 feet street frontage	1 per street frontage, plus 1 for each 250 feet street frontage
Maximum height	6 feet	6 feet	10 feet	10 feet
Maximum size per face	20 square feet	20 square feet	Smaller of 1% of gross floor area tenant/building space or 1 sf per 4 lineal feet of street frontage, minimum 25 sf, maximum 75 sf	Smaller of 1% of gross floor area tenant/building space or 1 sf. per 4 lineal feet of street frontage, minimum 25 sf, maximum 75 sf
Maximum number of faces	2	2	2	2
Colors	Required to use City background colors	Required to use City background colors		
Landscaping	1 sq. ft. per 1 sq. ft. of sign face area. Landscaping must include trees, shrubs, and/or floral displays	1 sq. ft. per 1 sq. ft. of sign face area. Landscaping must include trees, shrubs, and/or floral displays	1 sq. ft. per 1 sq. ft. of sign face area. Landscaping must include trees, shrubs, and/or floral displays	1 sq. ft. per 1 sq. ft. of sign face area. Landscaping must include trees, shrubs, and/or floral displays
Illumination	Not permitted	Not permitted	Permitted	Permitted
Sign frame and mounting	Base must be solid and use City materials and frame colors	Base must be solid and use City materials and frame colors	Base must be solid or use double post; and use City frame colors	Base must be solid or use double post; and use City frame colors
Setbacks	5 feet	5 feet	5 feet	5 feet
Lettering/logo size	Minimum lettering height 6 inches	Minimum lettering height 6 inches	Minimum lettering height 6 inches	Minimum lettering height 6 inches

### HOW DO I CALCULATE THE AREA OF A SIGN?

The diagram below shows the different components of a sign. The sign area is calculated by measuring the smallest single rectangle that will enclose the combined letters and symbols. For freestanding signs, the sign area is the total surface area of the sign as viewed from any single vantage point.



### WHAT IF I NEED A LARGER SIGN?

Signs larger than the maximum size may be permitted if they meet certain requirements in addition to the bulk requirements listed above.

Building Signs – Allowances for Larger Signs	
Max. Allowance	Requirement
Sign Face: 12% of facade area	<ol style="list-style-type: none"> <li>1. Must use recommended background colors and materials and required frame colors.</li> <li>2. Must have no backlighting of the sign, except logos and lettering.</li> </ol>

Freestanding Signs – Allowances for Larger Signs	
Max. Allowance	Requirement
Sign Face: Smaller of 1% of gross floor area tenant/building space or 1 sf per 4 feet of	<ol style="list-style-type: none"> <li>1. Must use recommended background colors and materials and required frame colors.</li> <li>2. Must have no backlighting of the sign, except logos and lettering.</li> </ol>

Freestanding Signs – Allowances for Larger Signs	
Max. Allowance	Requirement
<b>street frontage, maximum 100 sf.</b>  <b>Height: 15 feet</b>	A minimum of two of the following elements must be provided: <ol style="list-style-type: none"> <li>1. Recommended materials are used.</li> <li>2. The sign is designed to reflect architectural features of the building or site.</li> <li>3. Minimum 2 sf of landscaping per 1 sf of sign face is provided and includes strong vertical elements, such as tall shrubs and/or trees.</li> <li>4. A fountain or other similar water feature that is incorporated into the design of the sign and landscaping.</li> </ol>

### WHAT ARE RECOMMENDED/REQUIRED SIGN COLORS?

These colors may be recommended or required, depending on the type of sign and if the larger sign allowance is used. The colors below include both the frame and background colors. The colors are defined using the **Pantone** color system as a reference, as follows:

**Red:** Pantone Nos. 181, 188, 194, 202, 208, 216, 222, 229, 235, 242, 262, 478, 483, 506, 518 or darker or duller (more black or green added to the color).

**Yellow/Brown:** Pantone Nos. 133, 140, 147, 154, 161, 168, 174, 464, 469, 478, 491, 499 or darker or duller (more black or violet added to the color).

**Blue:** Pantone Nos. 269, 276, 281, 289, 296, 302, 309, 533, 540, 548 or darker or duller (more black or orange added to the color).

**Green:** Pantone Nos. 316, 322, 329, 336, 343, 554, 562, 567, 574 or darker or duller (more black or red added to the color).

**Gray:** Pantone Nos. 404, 409, 416, 425, 431, 437, 444, 450 or darker or duller (more black added to the color).

For required frame color, the colors also include white and cream. See WMC 21.06.595 and WMC 21.06.596.

### TEMPORARY SIGN REQUIREMENTS

The following are requirements for temporary signs based on the type. These signs may require a temporary sign permit and subject to specific type restrictions, as indicated in the table below.

Temporary Sign Type	Sign Permit Required	Restrictions
<b>Special Event Signs</b>	Yes	<ul style="list-style-type: none"> <li>– Sign area allowed is 32 square feet maximum, and must be below eave or cornice of the building, or no more than 10 feet tall if freestanding</li> <li>– Allowed for no more than 30 days for any one event</li> <li>– Allowed for up to 5 days with up to two permits per year for organized mall-wide promotions</li> <li>– One permit may be granted for all events in a 12 month period</li> <li>– Allowed on or inside a building, or on or adjacent to the property</li> </ul>

### WHAT ARE THE SPECIAL REQUIREMENTS FOR SOME TYPES OF SIGNS?

There are special requirements for the following types of signs. Please contact the City to discuss the requirements for fuel signs, electronic reader board signs, and on-premise directional signs.

### ARE WINDOW SIGNS ALLOWED?

Window signs are allowed without a sign permit. The maximum allowable sign area for window signs is 20 percent of the window area.

### IS A TENANT ALLOWED TO DISPLAY A SHINGLE SIGN?

Yes, each tenant may also display one shingle sign that has a face perpendicular to the building provided the sign is no larger than three (3) square feet, is no less than eight (8) feet above the ground, and does not extend more than three (3) feet from the building or beyond an existing architectural canopy.

### DO I NEED A SIGN PERMIT FOR CLEANING OR OTHER NORMAL MAINTENANCE AND REPAIR OF A SIGN?

No, except as it is regulated under WMC 21.20.120, Master Signage Plan, and 21.20.140, Nonconforming Signs.

### HOW ARE NONCONFORMING SIGNS REGULATED?

Signs that were legally permitted and constructed and do not comply with the standards of this chapter shall be deemed legally nonconforming and may continue to exist. A nonconforming sign must be brought into conformance when:

- The name on the sign changes (single-tenant signs only);
- The structure of the sign is altered;
- The sign is damaged in excess of 50 percent of the original value of the sign;
- The sign is relocated or replaced; or
- The business ceases to operate

Temporary Sign Type	Sign Permit Required	Restrictions
		<ul style="list-style-type: none"> <li>– Not allowed in public right-of-way, on trees, or on utility poles</li> </ul>
<b>Construction Signs</b>	No	<ul style="list-style-type: none"> <li>– One non-illuminated, double-faced sign per public street which the project fronts is allowed</li> <li>– Sign area allowed is 32 square feet, and must be no more than 10 feet in height or closer than 30 feet from property line of adjoining property</li> <li>– Must be removed after 1 year or after first occupancy permit granted</li> </ul>
<b>Political Signs</b>	A permit is required when the height of the freestanding sign is greater than 4 feet or the sign is made of wood or metal and is attached to a building	<ul style="list-style-type: none"> <li>– Off-premise signs 4 square feet or less are allowed in the right-of-way.</li> <li>– On-premise must meet the requirements for the correct type of sign (freestanding or building)</li> <li>– Maximum size allowed off-premise on private property is 32 square feet and 6 feet in height</li> <li>– May be displayed from the filing date until 7 days after the election</li> <li>– May not include any message for a business, product or service</li> </ul>
<b>Real Estate Signs</b>	For commercial, industrial, multifamily, and neighborhood business	<ul style="list-style-type: none"> <li>– Single family: maximum size is 8 square feet and 6 feet tall</li> <li>– Commercial/Industrial: on-site maximum size is 32 square feet and 12 feet in height</li> <li>– Multi-family or neighborhood residential: maximum size is 32 residential square feet and 12 feet in height and limited to one sign per development</li> <li>– One sign per street frontage on-site is allowed</li> <li>– Must be removed within 30 days after closing</li> </ul>
<b>Community Event Sign or Banner</b>	Yes	<ul style="list-style-type: none"> <li>– Allowed for non-profit sponsored community fair, festival or special event</li> <li>– May be displayed no earlier than 30 days before the event.</li> <li>– Must be removed 72 hours after the event</li> </ul>
<b>Street Banners for Community Events</b>	Yes	<ul style="list-style-type: none"> <li>– Allowed for non-profit sponsored community fair, festival or special event</li> <li>– Only permitted in CBD and TB zones in approved locations</li> <li>– May be displayed no more than 30 days</li> <li>– Must be removed 5 days after the event</li> <li>– Minimum street clearance is 18 feet above the street</li> </ul>
<b>Portable Signs in Residential Zones</b>	No	<ul style="list-style-type: none"> <li>– Allowed for directions to real estate, garage sale, or other events</li> <li>– 6 signs allowed, maximum 6 square feet and 3 feet in height</li> <li>– May only be displayed in the residential zones</li> <li>– Cannot be in a street, sidewalk or obstruct travel</li> <li>– May only be displayed ½ before, during and ½ hour after the event</li> </ul>
<b>Portable Signs in Commercial and Office Zones</b>	Yes	<ul style="list-style-type: none"> <li>– Allowed for businesses in the CBD, NB, GB, O, and TB zones</li> <li>– One sign allowed, maximum 6 square feet and 3 feet in height</li> <li>– May only be displayed in the zone the business is located in and must be within 300 feet of the property line where the business is located</li> <li>– Cannot be in a street, sidewalk or obstruct travel</li> <li>– May only be displayed during business hours</li> </ul>
<b>Portable Signs in the Industrial Zone</b>	Yes	<ul style="list-style-type: none"> <li>– Allowed for businesses in the Industrial Zone</li> <li>– Two signs allowed, maximum 6 square feet and 3 feet in height</li> <li>– May only be displayed in the zone the business is located in</li> <li>– Cannot be in a street, sidewalk, or obstruct travel</li> <li>– May only be displayed during business hours</li> </ul>

## ABOUT THIS GUIDE

This guide was prepared to help assist property owners, residents, and contractors who are interested in developing in the City of Woodinville. This guide provides general information on permitting requirements, key steps, and commonly asked questions.

This guide should not be used as a substitute for regulations, codes, and ordinances. Individuals are

responsible for compliance with the City's code requirements, whether or not they are described in this guide.

## QUESTIONS AND CONTACT

For any questions related to signs, please contact Development Services at 425-489-2754 or visit the Development Services Counter at City Hall 17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072.