



## SIGN PERMIT FAQ'S City of Woodinville

### 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

**Signs are regulated under Woodinville Municipal Code (WMC) 21.20. The following information is based on the current sign code. For additional information, please contact the Development Services Department.**

#### How may I obtain a copy of the sign code?

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>

#### When do I need a sign permit (WMC 21.20.020)?

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.

#### Do I need a sign permit for cleaning or other normal maintenance and repair of a sign (WMC 21.20.020)?

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

#### How do I calculate the sign area (WMC 21.20.050)?

The sign area is calculated by measuring the smallest single rectangle that will enclose the combined letters and symbols.

#### What are the general requirements for signs?

- 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 doesn't project onto other properties or the street.
- 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.

#### Does the code allow for a tenant 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.

#### 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.

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### What are the bulk requirements for a sign?

The sign code regulates building signs and freestanding signs by the zone the property is located in.

Criteria	R1-8	R9+	CBD, GB, NB, TB, O	I	P/I, P
<b>Building Signs</b>					
Number of Signs	1	1	1 per tenant per façade, maximum 2 per tenant, plus 1 per building	1 per tenant per façade, maximum 2 per tenant, plus 1 per building	1
Maximum Height	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.	No portion of the sign may protrude above the highest point of the roof, or break the plane of the roof.
Maximum Size per face	8% of building façade area, maximum 10 square feet	8% of building façade area, maximum 20 square feet	8% of building façade area	8% of building façade area	8% of building façade area
Colors	Required to use City background colors	Required to use City background colors			Required to use City background colors
Illumination	No illumination permitted	No illumination permitted	Permitted	Permitted	Permitted
Materials	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	Sign face encouraged to be constructed of anodized or treated metal, wood, masonry, tile or neon. Plastic is discouraged
Mounting	Maximum protrusion from façade is 1 foot	Maximum protrusion from façade is 1 foot	Maximum protrusion from façade is 1 foot	Maximum protrusion from façade is 1 foot	Maximum protrusion from façade is 1 foot
Sign Frames	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	Frame must be concealed or integrated with the building using similar materials and colors
Lettering/Logo Size	Maximum 3' lettering height, 4' logo height	Maximum 3' lettering height, 4' logo height	Maximum 3' lettering height, 4' logo height	Maximum 3' lettering height, 4' logo height	Maximum 3' lettering height, 4' logo height

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<b>Freestanding Signs</b>					
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	1 per entrance
Maximum Height	6 feet	6 feet	10 feet	10 feet	6 feet
Maximum Size per face	20 square feet	20 square feet	Smaller of 1% of gross floor area tenant/building space or 1sf per 4 lineal feet of street frontage, minimum 25sf, maximum 75sf	Smaller of 1% of gross floor area tenant/building space or 1sf per 4 lineal feet of street frontage, minimum 25sf, maximum 75sf	20 square feet
Maximum Number of Faces	2	2	2	2	2
Colors	Required to use City background colors	Required to use City background colors			Required to use City background colors
Landscaping	1sf per 1sf of sign face area. Landscaping must include trees, shrubs, and/or floral displays.	1sf per 1sf of sign face area. Landscaping must include trees, shrubs, and/or floral displays.	1sf per 1sf of sign face area. Landscaping must include trees, shrubs, and/or floral displays.	1sf per 1sf of sign face area. Landscaping must include trees, shrubs, and/or floral displays.	1sf per 1sf of sign face area. Landscaping must include trees, shrubs, and/or floral displays.
Illumination	Not permitted	Not permitted	Permitted	Permitted	Not 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	Base must be solid, and use City materials and frame colors
Setbacks	5 feet	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	Minimum lettering height 6 inches

**Are there provisions for larger signs?**

The following allowances for freestanding and building signs may be permitted, subject to the below restrictions.

<b>Type of Sign</b>	<b>Maximum Allowance</b>	<b>Requirement</b>
Building	Sign Face: 12% of façade 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	Sign Face: Smaller of 1% of gross floor area tenant/ building space or 1sf per 4 feet of street frontage, maximum 100sf	<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>

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Freestanding, continued	Height: 15 feet	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 2sf of landscaping per 1sf 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>
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Recommended materials include:

- Sign frames: wood, anodized metal or concrete.
- Sign faces: anodized metal, wood or bronze. Plastic is discouraged except for backlit lettering.
- Sign mountings: wood, stone, concrete, masonry or structural metal.

Recommended background colors are found in WMC 21.06.595.

Required frame colors are found in WMC 21.06.596.

### Are temporary signs allowed? Are permits required?

Type of Temporary Sign	Permit Required?	Restrictions
Special Event Signs	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> <li>• Not allowed in public right-of-way, on trees or on utility poles</li> </ul>
Construction Signs	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>
Political Signs	A permit is required when 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>
Real Estate Signs	For commercial/industrial and multi-family/neighborhood	<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</li> </ul>

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Real Estate Signs, continued	residential	<p>square feet and 12 feet in height and limited to one sign per development</p> <ul style="list-style-type: none"> <li>• 1 sign per street frontage on-site is allowed</li> <li>• Must be removed within 30 days of closing.</li> </ul>
Community Events	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>
Street Banners for Community Events	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>
Portable Signs in Residential Zones	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>
Portable Signs in Commercial and Office Zones	Yes	<ul style="list-style-type: none"> <li>• Allowed for businesses in these zones</li> <li>• 1 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>
Portable Signs in the Industrial Zone	Yes	<ul style="list-style-type: none"> <li>• Allowed for businesses in these zones</li> <li>• 2 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>

**How are nonconforming signs regulated?**

Signs in existence at the effective date of this chapter that 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
- The business ceases to operate

**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 these types of signs:

- Fuel price signs
- On-premise directional signs

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- Reader boards
- Permanent off-premise signs
- Community bulletin boards
- Changing electronic message signs
- Billboards