



Sign Permit Application

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

PROJECT NAME:	PERMIT NO:
PROJECT ADDRESS:	Unit # PARCEL NO:

PROPERTY OWNER INFORMATION	TENANT INFORMATION
NAME:	BUSINESS NAME:
ADDRESS:	CONTACT:
PHONE NUMBER:	ADDRESS:
EMAIL ADDRESS:	PHONE NUMBER:
	EMAIL ADDRESS:
CONTRACTOR INFORMATION	
NAME:	PHONE NUMBER:
BUSINESS NAME:	EMAIL ADDRESS:
ADDRESS:	LICENSE NUMBER: EXP DATE:
SIGN INFORMATION	
NUMBER OF SIGNS:	VALUATION:

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:

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.

 Owner / Owner's Agent
 Revised June 2, 2015

 Date

SIGN TABLE

Please fill out the use table completely for each permit. If more than three permits are applied for, submit additional sheets. Incomplete or incorrect information may be returned to the applicant for additional information. See Chapter 21.20 WMC for sign regulations.

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: _____
MAXIMUM 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			
SIGN FRAME			
SIGN FACE			
SIGN MOUNTING			
COLORS (Must state Pantone Color System equivalent)			
BACKGROUND COLOR			
LETTERS/LOGO COLOR			
FRAME COLOR			
MOUNTING COLOR			
BUILDING SIGNS ONLY			
PROTRUSION FROM BUILDING (inches)			
HEIGHT ABOVE WALKWAY (feet)			
FREESTANDING SIGNS ONLY			
SETBACK FROM PROPERTY LINES			
PROPOSED LANDSCAPING			

SUBMITTAL CHECKLIST

As part of the application submittal, include the number of copies required for each submittal item. Be aware that other permits not included in this list may be required as part of the application. Incorrect or missing copies of required documents will result in an incomplete application.

Submittal Requirements	Sign Permit – Building	Sign Permit - Freestanding	Required (CITY USE ONLY)	Submitted
General				
Application Form	1	1		
Owner Authorization Form	0	1		
Project Narrative				
Statement on Decision Criteria	1	1		
Submittal Fees				
Water Availability Certificate				
Sewer Availability / Septic Approval				
Building Plans				
Building/Construction Plans (max. 22" x 34")	3	3		
Structural/Lateral Calculations				
Isometrics				
Asbestos Report				
Energy Calculations				
Manufacturer's Specifications				
Site/Civil Plans				
Site and Parking Plans (max. 22" x 34")	0	3		
Landscaping and Irrigation Plans	0	3		
Clearing and Grading Plans				
Road Plans				
Drainage Plans				
Erosion Control Plans				
Traffic Control Plans				
Topography (existing and proposed)				
Water / Sewer / Utility Plans				
Environmental				
Grading Calculation Worksheet	0	1		
Drainage Study (TIR) / Calculations				
Geotechnical Report				
Critical Area Study (Wetland and Stream)				
Mitigation Plans				
Tree Plan				
Other:				
Electronic set of all plans and reports	0	0		