



SIGN AND AWNING PERMIT APPLICATION

DATE RECEIVED PERMIT # Planning/Engineering (PE) #

SITE LOCATION

Site Address:

Tax Parcel Number:

PROPERTY OWNER

Owner Name: Phone:() -

Mailing Address:

Email Address

SIGN CONTRACTOR INFORMATION

Company Name:

Mailing Address:

Contact Person: Phone:() -

Email Address: Fax:() -

State Contractor's License #: Expiration Date:

City Business License #:

SIGN PERMIT INFORMATION

Building Use Classification:

Tenant Number/Name (Location/Bldg/Unit/Floor/Suite Designation):

Project Name:

Description of work to be done (Please be specific):

*Contract Value of Sign: \$ Gross Building Square Footage of Sign:

Submit two (2) complete sets of plans. See other side for submittal requirements.

APPLICATION FEES

Design review fees are due at the time of application. Permit fees are due when the permit is issued.

TYPE OF SIGN(S) (Check all that apply.):

Flush/Wall Mounted Sign

- 1. Size of sign (square footage): Sign #1. 2.
2. Length of wall to which the sign is to be attached (in feet): Sign #1. 2.

Freestanding Sign

- 1. Size of sign - total of both sign faces (square footage): Sign #1. 2.
1. Height of sign from ground (in feet): Sign #1. 2.

Projecting Sign

- 1. Size of sign - total of both sign faces (square footage):
2. Projection from building wall (in feet):
3. Clearance from bottom of sign to sidewalk/grade (in feet):

Awning

- 1. Projection from building wall (*in feet*): _____
(*Awnings that extend more than 18 inches from the wall must be engineered.*)
- 2. Clearance from bottom of awning to sidewalk/grade (*in feet*): _____

Temporary Sign

Date to be removed (*Not more than 60 days from date permit issued*): _____

Other Sign: _____

ELECTRICAL APPLICATION

- Check this box if an electrical connection is proposed. Electrical connections require a licensed electrician and an electrical permit.
Number of electrical connections: _____

INFORMATION TO BE SUBMITTED WITH APPLICATION

- Site Plan** of existing and proposed sign(s) on a site plan. Include building(s), streets, driveways, sidewalks, and landscaped areas.
- Materials** to which sign will be structurally secured, i.e., masonry, concrete, wood, steel, etc.
- Structural components** used to support sign(s) and how sign(s) is to be attached to building.
- Fastener types** and number used: bolts, screws, weld, glue.
- Weight** of sign(s).
- Dimensions** of sign(s) to scale.
- Sketch or photo** of proposed location of sign(s) on building (elevations view).
- Structural capabilities** of materials proposed. (Monument signs only.)
- Footing plans** – show if bottom of footing will be non-constrained or constrained (i.e., concrete or asphalt slab tight around footing is an example of constrained). Non-constrained will be assumed unless specified otherwise. (Monument and projecting signs only.)
- Professional engineering calculations**, if requested.
- Additional information** outlined below, if required.

DESIGN REVIEW (additional information to be submitted, if required)

- Lettering style & any logo(s)
- Colors to be used on sign(s) and color of building. Use either a colored drawing (show as close to the finished sign colors as possible) or provide color samples.
- Fabric swatches for all awnings. (For Historical Buildings)
- Lighting, if any. **Note: All backlit areas are calculated as sign area.**
- Show proposed location of sign(s) on building (elevation view). Note: architectural features such as windows, doors, lintels and decorative details are not to be covered.

Value of Construction; The value of construction shall include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, automatic sprinkler systems, other mechanical systems and other permanent work or permanent equipment, not including furnishings. The Building Official shall make the final determination of the value of construction as specified in Section 108.3 of the International Building Code.

Expiration of Plan Review: Applications for which no permit is issued within 180 days following the date of application or approval date shall expire and all fees paid shall be forfeited. Upon written request of the applicant, the Building Official may grant a 90-day extension to the Plan Review time as specified in Section 105.3.2 of the International Building Code. No application shall be extended for a period of more than 90 days.

Building Owner or Authorized Agent:

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

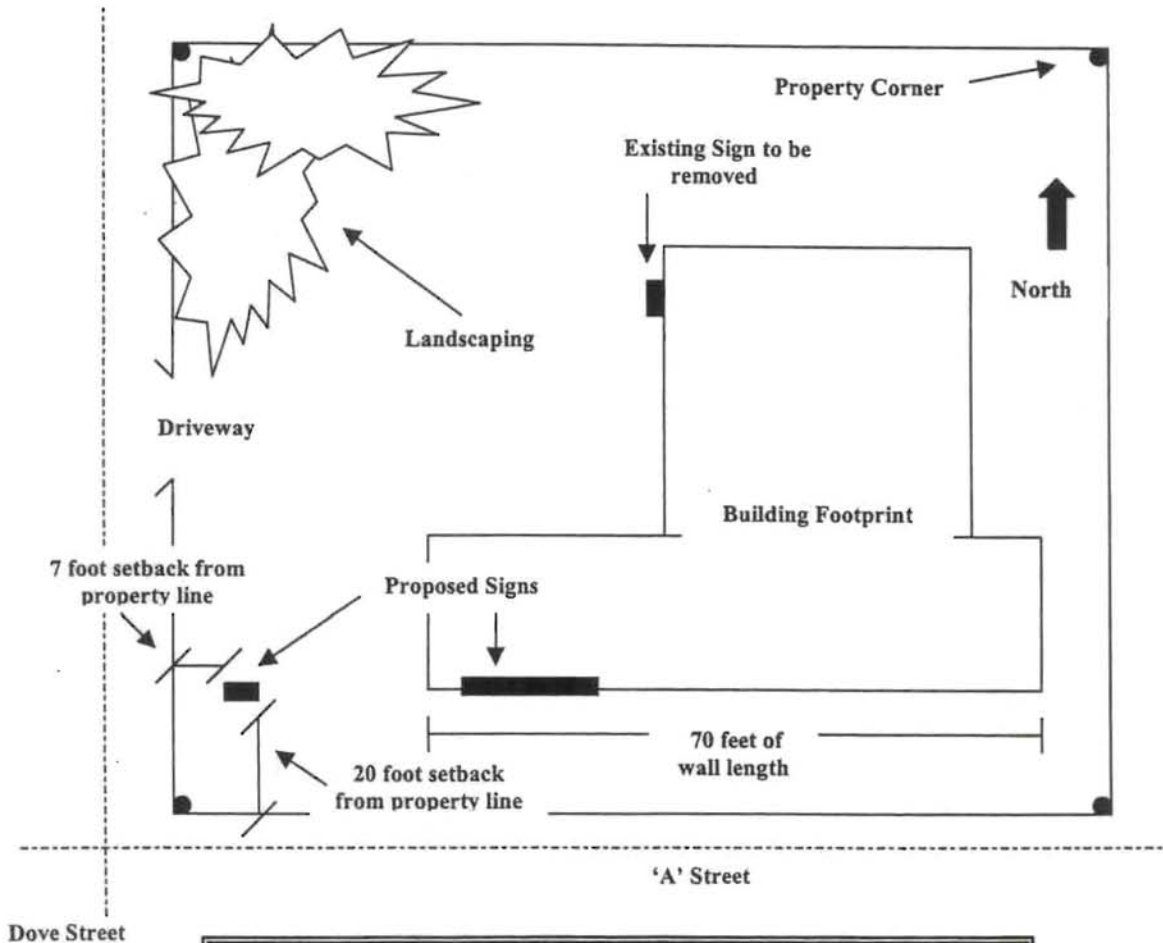
Signature:

Print Name:

Date:

Please visit our web site at: www.ci.olympia.wa.us.

Example of a Site Plan (requirement with sign application)



Required Elements:

1. Corners of property
2. Street(s) (Right-of-Way) surrounding property
3. Building footprint
4. Landscaping
5. Driveway(s) on property
6. Indication of where existing signs are located
7. Show where proposed signs will be
8. Length of wall sign(s) will be attached to
9. Ground sign setbacks form property line
10. North arrow

See sign application for other submittal requirements.