



SIGN PERMIT APPLICATION

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

PROJECT INFORMATION	
Check <u>All</u> that Apply: <input type="checkbox"/> A-Board <input type="checkbox"/> Awning <input type="checkbox"/> Banner <input type="checkbox"/> Canopy <input type="checkbox"/> Feather <input type="checkbox"/> Freestanding <input type="checkbox"/> Marquee <input type="checkbox"/> Monument <input type="checkbox"/> Modification <input type="checkbox"/> Projecting <input type="checkbox"/> Readerboard <input type="checkbox"/> Wall	Permit Number: _____
Valuation of Sign: \$ _____ (Attach Bid if Available)	Date Received: _____
Job Site Address: _____ Parcel Number: _____	
Sign Type: Sign #1: _____ Sign #2: _____ Sign #3: _____ Sign #4: _____	
All signs shall meet the requirements of SMC 17.110 Sign Standards.	
Other Signage on Building or Property? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide the square footage and type of Signs: _____	
Description of Sign including Display Name or Wording: _____ _____	
Will the signs be illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide information regarding illumination: _____ Note: All illumination must be approved by the City and by Labor & Industries through an electrical permit.	
APPLICANT <input type="checkbox"/> Primary Contact	OWNER <input type="checkbox"/> Primary Contact
Name: _____ <input type="checkbox"/> Building Owner <input type="checkbox"/> Tenant Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone Number: _____ E-mail: _____	Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone Number: _____ Email: _____
CONTRACTOR <input type="checkbox"/> Primary Contact	CONTRACTOR LICENSE INFORMATION
Company Name: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone Number: _____ E-mail: _____	L & I License #: _____ Exp. Date: _____ WA Business License #: _____ City License: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please visit the WA State Business License website to obtain a City license.

A - BOARD	
Minimum Height 30" and Maximum Height 48" Minimum Width 18" and Maximum Height 30" Minimum 10 feet from any Driveway 1 sign per 25' of property frontage, no more than 2 per business Signs on Sidewalk must provide at least 5' of clearance Signs must be removed nightly at the end of business hours	Height: _____ Width: _____ Feet from Driveway: _____ Number of Signs: _____ Proposed on Sidewalk: <input type="checkbox"/> Yes <input type="checkbox"/> No Clearance of 5': <input type="checkbox"/> Yes <input type="checkbox"/> No Business Hours: _____ Removed Nightly? <input type="checkbox"/> Yes <input type="checkbox"/> No
AWNING AND CANOPY	
Materials: Cloth or Metal Hood and Metal Supports or Frames Height above Sidewalk: 8 ½ feet Setback from Curblineline: 1 foot inside the Curblineline Width: Canopy 8 foot maximum Width: Awning, no limit wind & dead load requirements are met	Materials: _____ Height above Sidewalk: _____ Setback from Curblineline: _____ Width: _____ Width: _____
BANNERS ON OR WITHIN PUBLIC RIGHT OF WAY	
Permitted for Special Events	What Event: _____
Over Public ROW - Permitted with Encroachment Permit	Encroachment Permit Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Height: 3 feet Width: 20 feet Maximum of 60 square feet	Height: _____ Width: _____ Total Sq. Ft.: _____
Materials: Resistant to Ultraviolet Rays, Mold & Mildew	Materials: _____
Attachment Details: Sewn Loops or Equivalent	Attachment Details: _____
Minimum Clearance above Road: 16 feet	Minimum Clearance: _____
FEATHER BANNER	
Maximum Height 20' and securely anchored to the ground Maximum Square Feet: 40' Minimum 10 feet from any Driveway No more than 2 feather banner per business Feather Banners cannot be located on Public Sidewalks Feather Banners must be removed nightly.	Maximum Height: _____ Securely Anchored: <input type="checkbox"/> Yes <input type="checkbox"/> No Square Feet: _____ Feet from Driveway: _____ Number of Signs: _____ Proposed on Sidewalk: <input type="checkbox"/> Yes <input type="checkbox"/> No Business Hours: _____ Removed Nightly? <input type="checkbox"/> Yes <input type="checkbox"/> No
FREESTANDING / MONUMENT	
Number of Signs Allowed: 1 per property (2 for double frontage)	Number of Signs: _____
Landscaping: ½ square foot for each square feet of sign face	Landscaping Square Footage: _____
Wood Preservative used on all wooden posts, anchors and braces that rest upon or enter into the ground.	Treated Wood: <input type="checkbox"/> Yes <input type="checkbox"/> No
Base Materials. Bases and frames shall be constructed of durable material, such as concrete blocks, wood, or brick.	Type of Base Materials: _____
Freestanding	
Maximum Height: 12 feet above the street it faces	Height: _____
Maximum Height along SR 532: 15 feet above the street it faces	Height: _____
Setbacks: 10 feet from property line	Setback: _____
Setback for Additional Height: 1 foot in height up to 15' for each additional foot setback from property line.	Additional Setback / Height: _____
Setback for Additional Height along SR 532: 1 foot in height up to 20' for each additional foot setback from property line.	Additional Setback / Height: _____
Area: 40 square feet for a Single Business	Area: _____
Area: 85 square feet for more Multiple Businesses	Area: _____
Space between Sign and Ground: No less than 2 feet	Space between Sign and Ground: _____
Monument	
Maximum Height: 6 feet from the average ground elevation	Height: _____
Location. No closer than 3 feet from any driveway	Distance from Driveway: _____
Must meet sight distance requirements (SMC 17.145.130)	Meet Sight Distance Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No
Area: 40 square feet per side	Area: _____
Incentive Size: Up to 60 square feet and 8 feet in Height approved by CD Director. No internally lit cabinets, external lighting from ground or lamp attached outside the sign, architectural frame and base, natural materials, such as metal, stone, trellis, etc, muted color scheme	Additional Area: _____ Additional Height: _____ Materials Used: _____ Color Scheme: _____

MARQUEES	
Designed by a Structural Engineer and Illuminated	Designed by a Professional and Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No
Drainage: Connected to stormwater system	Marquee Roof Properly Drained: <input type="checkbox"/> Yes <input type="checkbox"/> No
Marquee Roof: No other purposes and 25% glass	Marquee Roof 25% Glass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Height: Minimum 8 ½' above level sidewalk	Height: _____
Setback from Curblines: Maximum 3' inside curblines	Setback from Curblines: _____
Shall be supported solely by the building to which it is attached	Supported by Building Only: <input type="checkbox"/> Yes <input type="checkbox"/> No
Roof Live Load: Minimum 100 pounds per square foot	Minimum Live Load: _____
Anchorage to wood structure prohibited	Anchor Method: _____
Advertising: Maximum Height 5' and exclusive to name of establishment.	Attached Advertising Dimensions: _____ Name Advertised: _____
PROJECTING OR BLADE	
Must be a two-faced sign.	Sign Two-Faced: <input type="checkbox"/> Yes <input type="checkbox"/> No
Illumination Type: Shall concentrate upon the sign area and prevent glare upon the street, sidewalk or adjacent property. No floodlight or spotlight nor reflectors of the gooseneck type.	Illumination Type: _____
Glass Lettering Minimum ¼ inch. Any single piece or pane of glass exceeding 3 square feet, shall be wired.	Glass Lettering Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No Thickness: _____ Type: _____
Secured and Fastened by Chains or Hinges	Secured By: _____
Maximum 18" Thickness	Thickness: _____
Bracing, Anchorage and Supports: Shall conform with 17.110.050(8), Wind Pressure and Dead Load Requirements.	Wind Pressure: _____ Dead Load: _____
Projecting Sign minimum 8' above the sidewalk or walkway and extend no more than 2' from the face of the wall.	Clearance from Sidewalk: _____ Distance from Face of Wall: _____
Blade Signs minimum 8 feet above the sidewalk or walkway and no more than 1' from the soffit or other architectural feature.	Clearance from Sidewalk: _____ Distance from Face of Wall: _____
Location: Minimum 1' away from curb line and at least 15 feet above any driveway, alley, or thoroughfare.	Location: _____
Height, Clearance Exception: Mounted on an existing building in the Historic Downtown Overlay prior to September 1, 2010.	Exception Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No
Over the Public Right of Way: Public Liability Insurance	Public Liability Insurance Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No
READERBOARD AND ELECTRIC	
No more than three lines of text on any sign	Lines of Text: _____
Minimum Height: 10 inches, single color on a black background.	Height: _____
Number of signs allowed: 1 per property	Number of Signs: _____
Text: Shall not fade in and out more than once in 90 seconds.	Text Fading Timing: _____
Designed as part of a larger sign, consuming no more than 75%	Percentage of Sign that is Readerboard: _____
Attached on Pole Sign or Monument Sign: Must meet standards of SMC 17.110.070(2)	Meets Code: _____
Message shall pertain only to business conducted on or within the premises on which the sign is erected or maintained.	Text on Sign: _____
WALL	
Limitation on Placement Area: Shall not cover wholly or partially any wall opening, nor project beyond the edges of the wall to which it is attached.	Placement Area: _____
Maximum Square Footage: 125 square feet	Square Footage: _____
Projection Above Sidewalk: Shall not be permitted to project more than 16 inches beyond building line.	Projection: _____
Attachment Type: metal anchors, bolts, expansion screws	Attachment Type: _____
Attachment Size: Minimum 3/8 inch diameter	Size: _____
Attachment Depth: Minimum 5 inches	Depth: _____

APPLICANT REPRESENTATIVE (if not listed on Page 1)

On behalf of: Owner Contractor Architect Engineer

Company Name: _____ Representative Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

REQUIREMENTS

If staff completes the application review and a permit is ready to issue, the applicant has 6 months from the "ready to issue" date, to pick up the permit and pay the remainder of the fees, otherwise the application will be expired for non-payment.

If Sub-Contractors are hired to work on the project, they are required to obtain a City of Stanwood Business License. It is the applicant's responsibility to inform their Sub-Contractors to acquire a business license for the City of Stanwood.

Upon permit issuance, building permits are valid for 180 days per code section 105.3.2 IBC. Each Inspection renews the 180 day timeframe

SIGNATURE

I understand that the submittal fee & building plan review fee is non-refundable once the review process has begun, whether or not I choose to withdraw my application. I hereby certify that I have read and examined this application and know the same to be true & correct.

All provisions of the Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction

By signing this application, I authorize employees/agents of the City of Stanwood to enter onto the property which is subject of this application during regular business hours. The sole purpose of entry is to make any examinations of the property which is necessary to process this application.

As the project applicant / property owner, I understand it is my responsibility to assure that no soils, wash water, or waste products from my project enter the storm drain, are washed into the road, or are allowed to enter any water body. It is my responsibility to assure that my contractors are aware of these requirements.

By signing this application I understand that no work may begin until the Permit has been issued and received by the Applicant.

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all city and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes. I am either the owner of the property on this permit application, the Washington State registered contractor for the work, or I represent the owner or contractor as signified above and am acting with the owner's / contractor's full knowledge and consent.

Signature

Printed Name

Date