



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

SIGN PERMIT APPLICATION

For more information, refer to the Snohomish Municipal Code (SMC) Title 14; Chapter 14.245, and Title 19; Building Code

Date:	City Business License#	Permit #
Job Address:		
Land Use Designation:	HISTORIC DISTRICT	
Property Tax #:	<input type="checkbox"/> YES <input type="checkbox"/> NO	

PROPERTY OWNER:	TENANT/LESSEE: <input type="checkbox"/> <i>same as owner</i>
Name:	Name:
Address:	Address:
City/St/Zip:	City/St/Zip:
Phone:	Phone:
Cell Phone:	Cell Phone:
Email:	Email:

CONTRACTOR:		Contact Name:	
Firm Name:		City/St/Zip:	
Address:		Phone:	
Phone:	Cell / Fax:	Email:	
State License#:		Expiration Date:	

DESCRIPTION OF WORK:				
Type of Sign: <input type="checkbox"/> Hanging / Projecting <input type="checkbox"/> Pole <input type="checkbox"/> Monument <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated	Description:			
	Sign Width:	Sign Height:	Sign Sq Ft:	
	# Tenants in Building:		# Signs proposed:	
	Total Sq Ft of Existing Signs on Site:		Total Sq Ft of Existing Signs for Your Business:	
FEES PAID: <input type="checkbox"/> Base <input type="checkbox"/> P/C <input type="checkbox"/> Total	Value of Work:	Sign Base Fee: \$50.00	Date Paid:	Receipt #:

Signature of Owner/Contractor/Authorized Agent _____ Printed Name _____ Date _____

Permit Coordinator: _____ Date: _____



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

SIGN SUBMITTAL CHECKLIST

INCOMPLETE SUBMITTALS WILL **NOT** BE ACCEPTED

ALL SIGNS

- Sign Permit Application
- IF A TENANT OR LESSEE** – a letter from the property owner stating the following:
 - Permission for sign installation.
 - Square footage allotment, to indicate that the total signage meets requirements.
- IF PROJECTING OVER PUBLIC RIGHT-OF-WAY:**
 - Signed and recorded Restrictive Covenant.
 - Signed and recorded Agreement.
 - Right-of-Way Use Permit.
- Three (3) copies of a scaled **sketch or photograph** of the sign
- Paint chips or **color rendering** of proposed colors.
- Narrative description of sign materials.
- Three (3) copies of **Sign Plans**, showing:
 - Construction of the sign(s).
 - Details of attachment method, if not freestanding.
- Three (3) sets of a **Site Plan** (including a North arrow, drawn to scale where 1" = 20') showing:
 - Proposed sign location.
 - Location of property lines and streets.
 - Location of existing buildings/structures, and all existing signs.
 - Lineal footage of building façade, including a public entrance.
 - Indication that the sign does not create a sight obstruction (Design & Construction Standards 4.20).
 - Any existing easements.
 - Total square footage of ALL SIGNS on the property.
- Plan Check fee, based on installation costs and value of the sign

BUILDING SIGNS

Additional **SITE PLAN** Requirements (**SMC 14.245.070**)

- Indicate that sign does not extend higher than building eave, parapet, roof, or cornice.

FREESTANDING SIGNS

Additional Requirements (**SMC 14.245.065**)

- Structural plans that include wind and overturn, and lateral design.
Plans must be wet-stamped by a licensed Washington state Architect or Engineer.
- Distances from the proposed sign(s) to property lines and buildings on the site.
- Foundation plan.
- Measurement from grade to all portions of a pole sign for vehicle clearance.

HANGING/PROJECTING SIGNS

Additional **SITE PLAN** Requirements (**SMC 14.245**)

- Distance from curb.
- Measurement from grade to all portions of the sign.