



# 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

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

### PROPERTY OWNER:

**APPLICANT (TENANT/LESSEE):**  *same as owner*

<b>Name:</b>
Address:
City/St/Zip:
Phone:
Cell Phone:
Email:

<b>Name:</b>
Address:
City/St/Zip:
Phone:
Cell Phone:
Email:

### CONTRACTOR:

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

### DESCRIPTION OF WORK:

<b>Type of Sign:</b> <input type="checkbox"/> Hanging / Projecting <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated <input type="checkbox"/> Pole <input type="checkbox"/> Monument <input type="checkbox"/> Wall Mounted	<b>Description:</b>		
	Sign Width:	Sign Height:	Sign Square Feet:
	Total Sq. Ft. of Existing Signs on Site:		Total Sq. Ft. of Existing signs for Your Business:
	# Tenants in Building:	Value of Work:	Sign Base Fee: \$50.00
	Plan Ck #	Plan Ck Fee:	Bldg. Fee: \$
<b>PAID:</b> <input type="checkbox"/> Base Fee <input type="checkbox"/> Total Amount	Date / Receipt#	Date / Receipt #	

*A Plan Check fee is due at the time of application, based on the value of work. The Building fee, Base fee, and State Surcharge fee are due when the permit is issued, or can be paid at application.*

Signature of Owner/Contractor/Authorized Agent \_\_\_\_\_ 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.