



152 W Cedar St.  
Phone: (360) 683-4908  
buildingdept@sequimwa.gov  
www.sequimwa.gov

## Location Details

Sign Location \_\_\_\_\_ Parcel Number \_\_\_\_\_

### Property Owner Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No \_\_\_\_\_ E-mail \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Business Information

Company Name \_\_\_\_\_  
Business Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No \_\_\_\_\_ E-mail \_\_\_\_\_

### Contractor Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No \_\_\_\_\_ E-mail \_\_\_\_\_  
City Business License No. \_\_\_\_\_ Exp. \_\_\_\_\_  
Contractor License No. \_\_\_\_\_ Exp. \_\_\_\_\_

### Sign Description

Please provide a quantity next to the type of sign(s) proposed and a detailed description with dimensions.

#### Free Standing Signs

Center Identification \_\_\_\_\_  
Monument \_\_\_\_\_  
  
Description:

#### Building Signs

Flush-mounted Wall \_\_\_\_\_ Window \_\_\_\_\_  
Projecting Wall \_\_\_\_\_ Canopy \_\_\_\_\_  
Marquee \_\_\_\_\_ Roof \_\_\_\_\_  
  
Description:

**Value** for Work & Materials \$ \_\_\_\_\_

I hereby certify that the information provided is correct and I am authorized to submit this application on behalf of the business and/or property owner.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## For Office Use Only

### Planning Department

*In conformance with SMC 18.58, I hereby:*

Approve the application                  Deny the application

Approve the application with the following conditions:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Building Department

*In conformance with the IBC, I hereby:*

Approve the application                  Deny the application

Approve the application with the following conditions:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Required Attachments

**Existing sign list** describing each existing sign on the premises, including sign type, copy, sign area, location on premises and date installed.

**Vicinity Map** showing the location of property.

**Site Plan** with dimensions showing property lines, names of adjacent street, location of buildings, location of existing and proposed signs (including signs on building), location of driveways and parking.

**Building Elevations**, for building signs, showing sign locations and limits of lease area. A digital photo with a superimposed sign may be submitted as well.

**Sign Elevation and Section**, dimensioned showing composition of sign material, construction, height, sign area, copy area, and text of copy.

**Drawing of how sign is to be mounted**, including footing details, methods of attachment, point of electrical connection and structural and wind load calculations if necessary. Details of structure to which sign is to be mounted upon may also be required.

Any other information deemed necessary by the Planning or Building Department.

### **PLEASE NOTE THE FOLLOWING:**

Depending on the size of sign and proposed method and details of construction, the sign plans and calculations may need to be prepared and stamped by a **licensed structural engineer**.

Signs that have an electrical component may require an **Electrical Permit** issued by the State of Washington Department of Labor and Industries. If the signs are internally illuminated they must have a U.L.I. rating affixed to the sign.

### **Please be advised:**

**Required information not provided on the application or attached upon submittal will render the application **INCOMPLETE** and it will not be reviewed by City staff.**