



**City of Seattle, Department of Planning & Development**

**Mailing Address:** 700 5th Ave, Suite 2000, PO Box 34019, Seattle, WA 98124-4019

**Phone:** (206) 684-8464 **Fax:** (206) 684-8113

**Website:** www.seattle.gov/dpd **Permit Counter Email:** otcpermits@seattle.gov

**ASC Hours: M / W / F 8:00-4:00 & Tu / Th 10:30-4:00**

**PERMIT APPLICATION**

**Sign/Billboard/  
Awning**

**Work Site Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Work Activity Location:** \_\_\_\_\_ **Occupancy:**  Commercial  Institutional  Industrial

**Description of Work:** \_\_\_\_\_

WORK SITE OWNER/TENANT INFORMATION	CONTRACTOR / INSTALLER INFORMATION
<input type="checkbox"/> <b>Owner</b> <input type="checkbox"/> <b>Tenant</b> Name: _____ Address: _____ Apt / Suite #: _____ City/State: _____ Zip: _____ Phone: _____ Fax: _____	State License #: _____ City of Seattle Business License #: _____ Company Name: _____ Contact Name: _____ Email: _____ Address: _____ Apt / Suite #: _____ City/State: _____ Phone: _____ Fax: _____

**(All applicable info in this box is required at the time you submit application – no exceptions)**

**Zone:** \_\_\_\_\_ **Overlay District:** \_\_\_\_\_ **Number of Branch Circuits:** \_\_\_\_\_  Shoreline  
**Street Use Permit #:** \_\_\_\_\_ **Department of Neighborhoods #:** \_\_\_\_\_

**Installations Based on Valuation**

(Include labor and materials whether or not furnished by installer, furnishings, outline lining, and equipment provided by the owner)

Awning/Canopy Structure    Border Tubing / Outline Lighting    Owner's Value: \$ \_\_\_\_\_

**Installations Based on Sign Area**

**Sign #1:**  Awning    Canopy    Directional    Ground    Pole    Projecting  
 Wall    Painted Wall Sign    Interior Sign    Under Canopy    Roof

**Sign Area:** \_\_\_\_\_ (Square feet)   **Illuminated:**  Yes    No

**Sign #2:**  Awning    Canopy    Directional    Ground    Pole    Projecting  
 Wall    Painted Wall Sign    Interior Sign    Under Canopy    Roof

**Sign Area:** \_\_\_\_\_ (Square feet)   **Illuminated:**  Yes    No

**Sign #3:**  Awning    Canopy    Directional    Ground    Pole    Projecting  
 Wall    Painted Wall Sign    Interior Sign    Under Canopy    Roof

**Sign Area:** \_\_\_\_\_ (Square feet)   **Illuminated:**  Yes    No

**Off-Premises Advertising Sign Information - BILLBOARDS**

**Action Type:**  Alteration  Demolition  New  Billboard Registration #: \_\_\_\_\_ Related MUP #: \_\_\_\_\_

The Revised Code of Washington (R.C.W.19.28) and the City of Seattle Electrical Code requires all individuals or entities (other than the property owner) engaged in the business of the installation of electrical wiring to have a valid Washington State Electrical Contractors license.

I certify that the work to be performed under this application will be done in conformance with the City of Seattle Municipal Code.

**Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

Contractor or Owner (or Authorized Agent)

**PAYMENT & MAILING INSTRUCTIONS:**

- Mail checks w/ application to: DPD, P.O. Box 34019, Seattle, WA 98124-1234
- Call me at (\_\_\_\_\_) \_\_\_\_\_ for a credit card number
- Mail Permit to Contractor (if other, notify reviewer)    Hold Permit for Pick-up

**DPD USE ONLY:**

Permit #: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

## Required Information

The Department has established the following standards for plans to be submitted with a sign permit application:

1. Site plan with a legend describing the signs; including existing signage
2. Elevation drawing showing the sign
3. Installation detail
4. Sign numbering system on application to coincide with the site plan provided (i.e. sign #1 on the application matches labeled sign #1 on plans, etc.)
5. Other applicable details or notes (i.e. footing/foundation, engineering calculations for wind load and seismic load)

**Alteration, modification, or Shoring up of the building to support a sign may require a separate building permit in addition to a sign permit.**

## Basic Format for Plans with Sign Permit Application

### Plan Quality

- ✓ Plans must be easy to read and microfilm, no print smaller than 8 point
- ✓ Lines and lettering must be dark enough to provide good contrast with the paper
- ✓ Brown line prints and pencil drawings are not acceptable
- ✓ Plans must SHOW DIMENSIONS AND STREET FRONTAGE; it is not adequate to just indicate scale

### Type Of Paper For Plans

- ✓ Paper must be relatively heavy, such as blueprint quality or standard drafting paper
- ✓ Tissue paper, graph paper, poster-board, and cardboard are not acceptable

### Paper Size

- ✓ Minimum size of 11" x 17"

### Copies

- ✓ Three (3) copies are needed (*Do not submit originals or scotch taped copies*)

## Methods of Attachment

The plans must indicate one of the following methods of attachment based on the types of structure listed below.

- ✓ **Brick or Masonry blocks (CMU) — Bolt, lag and drill through**
  - Bolt through using washer plates and nuts
  - Void behind brick or CMU's, use screen tube and epoxy resin anchoring
  - Lag through brick into wood (*see wood below*)
  - Bolt through brick into concrete (*see concrete below*)
- ✓ **Wood — " x lag screw into wood structural frame member"**  
(Specify size of lag screw.)
- ✓ **Concrete — " x rated expansion bolt into concrete"**  
(Specify size of bolt.)