



SIGN PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1')**.

- Permit Application**
- Submittal Fee:**
 - Building Mounted, Awning, Driveway Sign
\$451.00 (\$426.00 + 25.00 WSBC Charge)
 - Monument Signs -
\$876.00 (\$851.00 + \$25.00 WSBC Charge)
- Critical Area Worksheet.** Required if new freestanding sign(s) proposed.
- Elevation Drawings – two (2) copies** drawn to architectural or engineering scale (such as 1" = 20').
 - Each building facade on which a building, projecting, and window signs are located with dimensions and tenant lease lines and window area calculations (if proposing window signs).
 - Include all lettering and symbols with dimensions and sign area calculations.
 - Freestanding sign include the below grade footing and height from grade.
 - Accurate survey of other signs on multi-tenant buildings if applying for 12% bonus.
- Site Plans – two (2) copies (minimum size 11" x 17")** drawn to an engineering scale (e.g. 1" = 20'). Two copies may be full size if appropriate to the scale of the project. Permit applications for co-locations only may not require as detailed of a site plan.
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Location, identification and dimensions of all proposed and existing buildings and their uses.
 - Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.
- Construction Drawings – two (2) copies** drawn to scale. Drawing size maximum 11" x 17" unless full size appropriate for the project.
 - Structural framing members with connection details (include columns, beams, cross-pieces, bracing and face of sign).
 - Dimensions.
 - Cable sizes and attachments including anchorage, tensions and angles.
 - Foundation system including footing sizes, depths and reinforcing.
 - Connections to existing buildings or other structures.
- Proposals in Town Center May require an Administrative Design Review. Please see the Administrative Design Review Checklist or contact the Department for additional information.
- Documentation**
 - Engineering calculations demonstrating that the sign and its foundation system (or the building/other structure supporting the sign) have been designed to withstand gravity, wind and earthquake loads per the 2015 International Building Code.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

Fees Effective 1/2019

The Development Code (Title 20) is located at CodePublishing.com

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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1/2019