

Sedro-Woolley Building Department  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

## SIGN PERMIT APPLICATION

**APPLICATION No.** \_\_\_\_\_

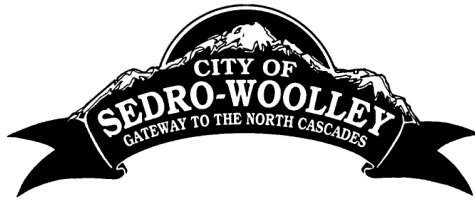
All sign permit applications must be accompanied by two (2) copies of the documents listed below. Failure to attach all required submittal documents will result in an incomplete application and will not be accepted by city staff.

**THIS PAGE TO BE COMPLETED BY CITY STAFF AT THE TIME OF APPLICATION**

### Required Submittals

- 1  Completed Application Signed by Applicant
  
- 2  Two (2): **Scaled** construction drawings of the proposed sign(s). The drawings will need to include plan views as well as cross sectional view from the bottom of the foundation to the top of the sign. Include detail drawings of footings and all connections, bolted and/or welded (If there will be field welding of any of the sign connections the City will require copies of the welder's WABO card for that type of field welding.
  
- 3  Two (2): **Scaled** conceptual site plans showing where the sign(s) will be located on the lot and/or building. Please include the following elements on the site plan:
  - (a) property boundaries
  - (b) location of structures, easements, parking areas, driveways & right-of-ways
  - (d) location of sign(s) on the property or building
  
- 4  Two (2): Engineer calculations for wind loading. This requirement applies to all signs projecting from a structure or standing over six (6) feet tall. Façade signs mounted flat to the surface of a structure do not need wind loading calculations.
  
- 5  Two (2): Color drawings/depictions of the design and size of each proposed sign, including letter heights.
  
- 6  Payment of sign permit application fee, including \$25 design review fee.

**Application accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**SECTION I – PROPERTY INFORMATION**

Fill out completely. Attach legal descriptions and supporting documents as necessary. Please complete Sections I, II and III of application. Failure to complete all sections will result in an incomplete application and may not be accepted by City staff.

Who should we contact with any questions about this application?  **Applicant**  **Owner**  **Contractor**

APPLICANT	OWNER	CONTRACTOR
Name: _____	Name: _____	Company: _____
Address: _____	Address: _____	Contact: _____
City: _____	City: _____	Address: _____
Zip Code: _____	Zip Code: _____	City: _____ Zip: _____
Day Phone: _____	Day Phone: _____	Day Phone: _____
Cell Phone: _____	Cell Phone: _____	Cell: _____
email: _____	email: _____	WA St. Registration Expiration: _____
		Registration#: _____
		City License Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No

**PROJECT SITE IDENTIFICATION**

Site Address: \_\_\_\_\_ Parcel I.D. #: \_\_\_\_\_ (Refer to Skagit County Assessor website)

Please explain how many signs are proposed and the location of each sign on site/building : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION II - FEES**

TYPE OF SIGN	
Sign Type	Check all that apply below
<input type="checkbox"/> Surface mounted / façade	\$25.00 <input type="checkbox"/> x _____ = \$ _____
<input type="checkbox"/> Free standing – Monument sign	\$200.00 <input type="checkbox"/> x _____ = \$ _____
<input type="checkbox"/> Free standing – Pole mounted sign	\$300.00 <input type="checkbox"/> x _____ = \$ _____
Design Review Fee*	\$25.00 <input checked="" type="checkbox"/> x 1 = \$25.00
* one design review fee for all signs	
<b>Total Sign Application Fees</b>	\$ _____

### **SECTION III - SIGNATURE**

Complete for this application. Failure to sign the permit application will result in an incomplete application.

Application is hereby made for a SIGN PERMIT. I certify that I am familiar with the information contained in this application and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the legal authority to undertake the proposed activities and I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described property to inspect the property as part of the project review process.

**Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_