



**Physical Address**  
 Auburn City Hall Annex, 2<sup>nd</sup> Fl  
 1 E Main St  
 Phone: (253) 931-3020  
 Webpage: [www.auburnwa.gov](http://www.auburnwa.gov) Email: [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

**Mailing Address**  
 25 W Main St  
 Auburn, WA 98001  
 Fax: (253) 804-3144

For Staff Use Only
<b>Application No:</b>

## SIGN PERMIT APPLICATION

Site Address:		Project Valuation: \$
Parcel No: <i>(required)</i>	Tenant / Project Name:	
Property Owner:	Address:	Phone No:
Contractor:		Phone No:
Address:		
State Contractors License #:		Auburn Business License #:
Project Contact:	Phone No:	Email:

APPLICABLE TO ALL SIGNS:	SIGN #1		SIGN #2		SIGN #3		SIGN #4	
	Type of sign	Sign Height:						
Multiple Frontages? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Marquee*							
	<input type="checkbox"/> Monument		<input type="checkbox"/> Monument		<input type="checkbox"/> Monument		<input type="checkbox"/> Monument	
	<input type="checkbox"/> Pole Sign*		<input type="checkbox"/> Pole Sign*		<input type="checkbox"/> Pole Sign*		<input type="checkbox"/> Pole Sign*	
	<input type="checkbox"/> Political		<input type="checkbox"/> Political		<input type="checkbox"/> Political		<input type="checkbox"/> Political	
Lineal feet:	<input type="checkbox"/> Portable	Sign Width:						
	<input type="checkbox"/> Real Estate		<input type="checkbox"/> Real Estate		<input type="checkbox"/> Real Estate		<input type="checkbox"/> Real Estate	
	<input type="checkbox"/> Roof Sign*		<input type="checkbox"/> Roof Sign*		<input type="checkbox"/> Roof Sign*		<input type="checkbox"/> Roof Sign*	
	<input type="checkbox"/> Wall Sign		<input type="checkbox"/> Wall Sign		<input type="checkbox"/> Wall Sign		<input type="checkbox"/> Wall Sign	
Front Yard Setback:	Sq Ft of Sign:							
	Zoning district:		Zoning district:		Zoning district:		Zoning district:	
Side Yard Setback:	Linear Feet of Leased Frontage:							
	Sign Copy/Text Width:		Sign Copy/Text Width:		Sign Copy/Text Width:		Sign Copy/Text Width:	
Number of Existing Signs:	Sign Copy/Text Height:							
	Sign colors:		Sign colors:		Sign colors:		Sign colors:	
Total Area of Existing Signs:	Sign Text:		Sign Text:		Sign Text:		Sign Text:	

**\*Engineering is required for Marquee, Pole and Roof signs**

I certify the information furnished by me is true and correct and that I am the owner of the subject property or I have been given express permission by the owner of the subject property, to submit this application for permit. I will comply with all provisions of law, code and ordinances governing this type of construction work, including state contractor registration laws. The permit will expire if work authorized by this permit is not commenced within 180 days of issuance, or work is suspended or abandoned, after work is commenced, for a period of 180 days. The approval of construction plans and inspections does not guarantee all provisions of the applicable codes have been met. It is the responsibility of the permittee, or the person doing the work, to notify the Building Division for inspections at least 24 hrs in advance, and insure that the required inspections are made.

**Application expires 180 days after Date Submitted**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Division**  
**Department of Planning & Community Development**  
**SIGN PERMIT REQUIREMENTS**

1.  Completed sign permit application
2.  Name of business and address where work is to be performed
3.  Name and title of the person completing the application
4.  Name, address and telephone number of the property owner
5.  Name, address and telephone number of the person or firm performing the work
6.  Valid Washington State contractor's registration number
7.  A description of work to be performed and type of sign

Two Sets of the following types of plans:

8.  Elevations showing existing and proposed signage, including dimensions, copy materials, building facade and dimensions for building-mounted sign and other information to illustrate the proposal.
9.  Site plans are required for all signs showing existing and proposed signage, with setbacks and property dimensions. Aerial photos without this information will not substitute for a site plan. For freestanding signs, provide the information showing the relationship of the sign to setbacks, right-of-way and easement lines. If utilities lie within these easements, they should be identified.
10.  Foundation and structural details for freestanding signs and methods for fastening building mounted signs. Include the following:
  - A. Sign dimensions (include inches & feet according to specified method in ACC 18.56.020)
  - B. Sign weight
  - C. Sign materials and material grades
  - D. Sign partial cross section showing attachment to building, ground and structural members (studs, beam, post, wall) and fastening method (bolts, screws, lags, nails, welds)
  - E. Show size, spacing and number of fasteners
  - F. Show all structural components of the sign itself (size included)
  - G. Signs and sign structures that are subject to wind and seismic forces require engineered calculations stamped by a structural engineer, licensed in Washington State.
11.  Indicate if sign is to be illuminated. If yes, indicate the electrical load with name of electrical contractor responsible for the installation of the service feed wires, if other than sign contractor. A separate electrical permit is required, which may be obtained through the Department of Labor and Industries.
12.  Indicate proposed sign colors by providing color board and/or paint chips.
13. Additional information may be required if determined necessary for adequate review of proposed signage.

For further information, please contact the Building Division at (253) 931-3020.