

CITY OF KIRKLAND SIGN PERMIT APPLICATION

Permit No. _____

Owner of Sign _____ Phone _____

Name and type of business with which sign is associated: _____

Address of Sign _____ Parcel No. _____

Sign Contractor's Name _____ Phone _____

Address _____ UBI No. _____

Contractor's Registration No. _____ Exp. Date _____

Contact Name _____ Email _____ Daytime Phone _____

If Electrical work is included on this permit:

Electrical Contractor's Name _____ Phone _____

Address _____ UBI No. _____

Contractor's Registration No. _____ Exp. Date _____

Contact Name _____ Email _____ Daytime Phone _____

1. **Estimated Electrical Cost:** \$ _____ **Number of new circuits** being installed: _____

2. **Estimated Project Cost:** \$ _____ **TYPE OF ILLUMINATION**

SIGN NUMBER	TYPE OF SIGN	SIGN DIMENSIONS	SIGN AREA (Sq. Ft.)	LOCATION OF SIGNS BY SIGN NUMBER*	TYPE OF ILLUMINATION				
					NONE	INTERNAL CABINET	INTERNAL LETTERS	EXTERIOR	OTHER
	WALL								
	WALL								
	WALL								
	POLE								
	MONUMENT/PEDESTAL								
	MONUMENT/PEDESTAL								
	PROJECTING								
	MARQUEE								
	BLADE (Hanging)								

* Location of signs EXAMPLE: #1: NE corner, #2: West wall, #3: North wall, #4: Entrance on NE 124th St.

4. Does the property have an approved Master Sign Plan? No _____ Yes _____ If yes, what is the file number? _____ Go to #8.

5. Number of tenants or available business spaces on property: _____

6. If the total of all signs for the subject business exceeds **30 s.f.** provide the following:
 a. Street Frontage of Entire Property (ft.) _____
 b. List the type and size of all other existing signs on the property _____

c. Letter from property owner/manager allocating sign area from the sign pool to the subject business.

7. List the type and size of all existing signs associated with the business: _____

8. Is this an application for an off-premise sign? YES _____ NO _____
 If YES, it must be accompanied by an off-site Directional Sign Permit – application and checklist available online at:
http://www.ci.kirkland.wa.us/_shared/assets/Master_Sign_App350.pdf

9. By signing this application, I authorize employees/agents of the City of Kirkland to enter onto the property which is the subject of this application during regular business hours. The sole purpose of entry is to make any examination of the property which is necessary to process this application.

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge and further that I am authorized by the owner of the above premises to perform the work for which permit application is made. I further agree to save harmless the City of Kirkland as to any claim (including costs, expenses, and attorneys' fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Kirkland, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as a part of this application.

OWNER/AGENT: _____ DATE: _____



CITY OF KIRKLAND APPLICATION CHECKLIST FOR SIGN(S)

Building Department 425-587-3600 Building Fax 425-587-3651 Planning Department 425-587-3225

1. Two sets of all plans (plans done in pencil are not accepted):

- A. Site Plan (drawn to scale) - show where all buildings and driveways will be on the property. Include cross streets and indicate where sign(s) are being placed and elevation drawing showing placement of sign on the building. Show posted speed limit for streets adjacent to the property. If multiple signs, assign a sign number to each sign to synchronize with the sign application.
- B. If a ground-mounted sign is located adjacent to a street, driveway, easement road or tract, show the Sight Distance Triangle per the Public Works Pre-Approved Plan notebook (handout available from the Public Works or Planning Departments, or call 425-587-3800 for more information.
- C. Building Elevation (drawn to scale) - show location of all wall-mounted signs on all sides of the building(s) for the subject business.
- D. Construction Plans (drawn to scale) – must clearly show:
 - Total size of signage in square feet
 - Shape and dimensions
 - Relationship of sign to total structure
 - Construction materials to be used
 - Color – one set **must** be in color.
 - Lettering
 - Number and wattage of lights and other electrical devices
 - Method of construction –weight, fastening/anchoring, details, and means of structural support
 - For ground-mounted signs, plans must include footing dimension, depth of bury, pole type and size, etc., must be designed to withstand wind and seismic loads per Chapter 16 of the International Building Code (if you are not capable of completing these calculations, then you must retain a State of Washington licensed architect or engineer).
 - Landscaping is required around the base of ground-mounted signs pursuant to Section 100.95 of the Zoning Code.
 - All signs must comply with the requirements of Chapter 100 & 162 of the Kirkland Zoning Code, Title 21 of the Kirkland Municipal Code and Appendix H of the IBC.

2. Application Information:

- Owner of sign
- Name and type of business
- Address of sign and property Parcel Number
- Contact Name, Email, and Phone Number
- Sign Contractor's name, address, UBI number and copy of contractor's registration card
- Electrical Contractor's name, address, UBI number and copy of contractor's registration card, if included on this permit
- 1. Number of new circuits, if applicable - Enter 0 if using existing wiring
- 2. Estimated Project Cost
- 3. Sign number, Type of sign, sign dimensions, sign area (square feet), Location of signs by sign number, and type of Illumination if any
- 4. If property has an approved Master Sign plan, provide the file number and skip to #8 (Planning Dept. 425-587-3225)
- 5. Provide number of tenants or available business spaces on property
- 6. Street frontage of entire property, list the type and size of all other existing signs on the property, provide letter from property owner/manager allocating sign area from the sign pool to the subject business
- 7. List type and size of all existing signs associated with the business
- 8. If application is for an off-premise sign, provide a Process I Zoning application and an Environmental Checklist.

PLEASE NOTE: If new circuits or wiring are installed, the electrical work can be included on the sign permit application, or a separate electrical permit must be obtained from the Kirkland Building Department.

NOTE: Permit Applications requiring plan review are accepted Monday-Tuesday-Thursday-Friday 8-4:00, Wednesday 10:30-4:00



2011 SIGN PERMIT FEE SCHEDULE

Effective 3/7/2011

SIGN PLAN REVIEW AND PERMIT FEES	
Sign Type	Fee (includes plan review)
Marquee or building-mounted sign	\$145.00 each sign
Freestanding or pole-mounted sign	\$195.00 each sign
Additional Fees	
Electrical Fee to run a new circuit to illuminated signs, if included	\$65.00 per permit
MyBuildingPermit.com technology surcharge:	1.3% of above fees
State Building Code Council Surcharge:	\$4.50 per permit

This fee schedule is intended for informational use only and cannot be used as a substitute for the City of Kirkland Code. To obtain additional information about fees that may apply to your project, please call 425-587-3600 or visit the Building Department between 8 a.m. and 4 p.m., Monday, Tuesday, Thursday, Friday and 10:30 a.m. to 4 p.m. on Wednesdays.