

Sign Permit Checklist



Use this checklist to help gather all the required information and documents in order to submit a complete Sign Permit Application.

SUBMITTAL DOCUMENTS

- Site plan** drawn to scale shall show the following, as applicable.
 - Location of all **buildings and driveways** that are on the property (existing or proposed).
 - North arrow** indicating the direction north.
 - Cross streets, alleys, easement roads or tracts**, indicating street names and posted speed limits for the streets adjacent to the property.
 - Location of signs**. If multiple signs are proposed, use the sign numbers consistent with the sign numbers indicated in the sign permit application.
 - Sight distance triangle(s)** per the Public Works Pre-Approved Plan notebook shall be shown where ground-mounted signs are located adjacent to a street, driveway, easement road or tract. A handout is available from the Public Works or Planning and Building Departments or call 425-587-3800 for more information.
- Building elevations** shall be provided to show the locations of all wall-mounted signs on all sides of the building(s) of the subject business.
- Other plans** shall show the following, as applicable.
 - Total **size of signage**, in square feet
 - Shape and dimensions** of each sign.
 - Relationship** of each sign to total structure.
 - Construction materials** to be used.
 - Colors** to be used. *(For paper submittal, one of the submitted plan sets shall be printed in color.)*
 - Lettering** to be used.
 - Number and wattage** of lights and other electrical devices related to the sign(s).
 - Method of construction**. Plans shall show the weight, fastening/anchoring, details and means of structural support.
 - Foundation information** for ground-mounted signs shall include footing dimensions, depth of bury, pole type and size, etc., and must be designed to withstand wind and seismic loads per Chapter 16 of the IBC. *(If the designer of the foundation is not capable of doing these calculations, then a WA State licensed architect or engineer shall be retained for the design.)*
 - Landscaping**. *(Required around the base of ground-mounted signs per **KMZ Section 100.95**.)*
 - Notes** showing compliance with KZC Chapters **100 & 162**, **KMC Title 21**, and Appendix H of the IBC.
- Owner/Renter/Lessee Affidavit**. To be provided when the property owner, renter or lessee chooses to purchase a permit to do an electrical installation for a sign on his/her own or qualified leased property under the conditions as described in **RCW 19.28.261**.

Note: If new, extended or modified circuits or electrical wiring is proposed, the electrical work can be included on the sign permit application, otherwise a separate Electrical Permit must be obtained from the City of Kirkland.