



CITY OF KIRKLAND
PLANNING AND COMMUNITY DEVELOPMENT
123 Fifth Avenue, Kirkland, WA 98033
425.587.3225 - www.kirklandwa.gov

SIGN PERMIT APPLICATION

This application must be submitted to the Department of Planning and Community Development, and a sign permit must be issued prior to displaying any sign, whether or not the proposed sign requires construction or structural alteration.

WARNING: DO NOT CONSTRUCT OR ORDER A SIGN UNTIL A PERMIT HAS BEEN ISSUED.

OWNER OF SIGN: _____ PHONE NO: _____

SIGN PERMIT NUMBER AUTHORIZING INSTALLATION OF SIGN TO BE REPLACED: _____

NAME AND TYPE OF BUSINESS WITH WHICH SIGN IS ASSOCIATED: _____

ADDRESS OF SIGN: _____

CONTACT PERSON: _____ PHONE NO: _____

All signs must meet the requirements of Ordinance 3719, Chapter 100 Zoning Code. Two sets of plans showing location of sign(s), size of sign(s) and drawing of sign(s) must be submitted with the Sign Permit application.

1. TYPE OF SIGN: WALL _____ WINDOW _____

2. SIGN AREA (SQ. FT.) _____

3. SIGN DIMENSIONS _____

4. STREET FRONTAGE OF ENTIRE PROPERTY (FT.): _____

5. NUMBER OF TENANTS OR AVAILABLE BUSINESS SPACES ON PROPERTY: _____

6. DOES THE PROPERTY HAVE A COMPREHENSIVE SIGN PLAN APPROVED BY THE CITY? _____ IF YES, WHAT IS THE FILE NUMBER? _____

7. LIST THE TYPE AND SIZE OF ALL EXISTING SIGNS ASSOCIATED WITH THE BUSINESS: _____

8. LIST THE TYPE AND SIZE OF ALL OTHER EXISTING SIGNS ON THE PROPERTY: _____

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete 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 understand that the lead agency is relying on them to make its decision.

OWNER OR AGENT

For Planning Department use only below this line

Approved ☐, Denied ☐

☐ Sign Chart Updated

Planner

cc: Parcel Data File
Applicant