



King County
Department of Permitting
and Environmental Review
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Sign Permits: Checklist for Complete Application

For alternate formats, call 206-296-6600.

This checklist is for application purposes only, and is not intended to replace or duplicate King County Codes.

ALL APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTS:

- 1. Completed Affidavit of Application
- 2. One copy of the Legal Description and the Parcel Number(s)
- 3. Contractor's registration number
- 4. Permit Application Fees
- 5. Proof of Current Tax Payment

ZONING REQUIREMENTS

- 6. Submit two complete sets of plans with site plans (showing the entire property) to standard engineering scale and sign building plans to standard architectural scale. The plans must show the following:
 - A. Locate and note size, height, and type of all existing signs.
 - B. Draw all proposed signs; note size, type, and if illuminated, source of illumination.
 - C. Show location of sign in relationship to property and buildings. Include setback from property line or future arterial for free standing sign.
 - D. Show existing and proposed building(s) on the site plan. Indicate building permit number for proposed building(s).
 - E. Show location and dimension of all entry drives, curbs, and driveway approaches.
 - F. Provide calculations for existing and proposed sign areas (in square feet). If a wall sign, also indicate area of building facade (in square feet).
 - G. If a wall sign, projecting sign, or awning sign, show total square footage of existing sign(s) on the building facade.
 - H. For replacement signs, indicate size, height, and location of sign being replaced.
- 7. Provide one set of photos for existing signs and area where proposed signs will be located. [Optional]

STRUCTURAL PLAN REQUIREMENTS (Signs shall be designed for wind speed of 80 MPH, Exposure "C")

- 8. Submit details as required to indicate:

Building Mounted Signs	Free Standing Sign
<input type="checkbox"/> A. Dimensioned elevation plan required showing entire tenant facade where sign is to be mounted.	<input type="checkbox"/> A. Dimensioned elevation plan of sign showing heights and sign area.
<input type="checkbox"/> B. Show sign on elevation drawing.	<input type="checkbox"/> B. Indicate sign weight.
<input type="checkbox"/> C. Indicate dimension on the elevation including: 1. Heights and areas for the facade and sign.	<input type="checkbox"/> C. Show setbacks to sign from driveways and front and side property lines.
<input type="checkbox"/> D. Submit details and cross-section showing sign construction, including: 1. Structural sizes and grade of materials. 2. Weight of sign. 3. Size, spacing, and number of fasteners. 4. Connection details to the building frame.	<input type="checkbox"/> D. Submit details and cross-section showing sign construction, including: 1. Structural sizes and grade of materials. 2. Size, spacing, and number of fasteners. 3. Footing size, depth, and reinforcing.

Check out the Permitting Web site at www.kingcounty.gov/permits