



SIGN AND AWNING CHECKLIST

If you have questions about the number signs allowed, the maximum size allowed or what the sign code requirements are, please contact our office at 360.753.8314 or cpdinfo@ci.olympia.wa.us

The following information will need to be gathered prior to applying online (it will be needed to fill in the online form):

- Project Title- This could be just the business name.
- Site Address, if this is a multi-tenant building or site, you will need the suite or space no.
- Tenant Name or Business Name.
- Tax Parcel Number of site.
- Sign Contractor name, phone number and email address. Contractor's UBI number.
- Description of work to be done. Note if this application is replacement of sign, new or additional signs.
- The number of existing signs the business has.
- Description of existing on-site signs. Indicate if these are freestanding or building mounted and if the new sign is a replacement.
- Indicate building type (Multi-tenant or single tenant).
- The contract value of the sign (see information below).
- Number of Electrical connections proposed (see information below about electrical application).
- The number of signs proposed and details of the following:
 - Freestanding signs:
 - Provide height of sign and square feet of sign per side if double sided.
 - Building mounted signs:
 - Provide the size of sign in square feet and provide the length of wall for which the sign is attached to. Please note that on Individual uses in multiple occupancy buildings - the length of the wall to be considered for size calculation purposes, includes only that portion enclosing the space the business occupies, not the length of the entire building.
 - Projecting Signs- Size of sign and the projection measurement from the wall and the bottom clearance.
 - Awnings- Provide what the projection from the wall in feet (Awnings that project more than 18 inches from the wall must be engineered) and provide the clearance from the bottom of the awning to sidewalk grade in feet. Provide the size of signage placed upon the awning.
 - Temporary Signs- what the size of the sign and date of removal (not to exceed 60 days from date of permit issuance.)
 - Sandwich Board Signs- provide the height and width of the sign. Show on the site plan where the sign will be placed on the sidewalk and details of the width of the sidewalk. A Hold Harmless Agreement will be required to be signed once the sign has been reviewed.

The following documents meeting the Document Submission Standards (see handout for information) will need to be uploaded within two (2) business days of completing the online application. Failure to do so will result in cancellation of the permit application.

1. **Site Plan**- Showing the location of all existing signs the business has on site and where the proposed sign(s) will be located. Include property lines, building(s), streets, driveways, parking stalls, sidewalks, and landscaped areas. (see attached example)

2. **Plans**, which will include the following:
 - **Materials** to which the sign will be structurally secured, i.e., masonry, concrete, wood, steel, etc.
 - **Structural components** used to support sign(s) and how sign(s) is to be attached to building.
 - **Fastener types** and number used: bolts, screws, weld, glue.
 - **Weight** of sign(s).
 - **Dimension** of the sign to scale
 - **Sketch or photo** of proposed location of sign(s) on building (elevations view), include sign lettering, logos, and colors.
 - **Structural capabilities** of materials proposed (for Monument signs only).
 - **Footing plans** – show if bottom of footing will be nonconstrained or constrained (i.e., concrete or asphalt slab tight around footing is an example of constrained.) Nonconstrained will be assumed unless specified otherwise (Monument and projecting signs only).
 - **Professional engineering calculations**, may be needed.
 - **Lighting**, if any. Note: all backlit areas are calculated as sign area.

Does your project require an Electrical Permit?

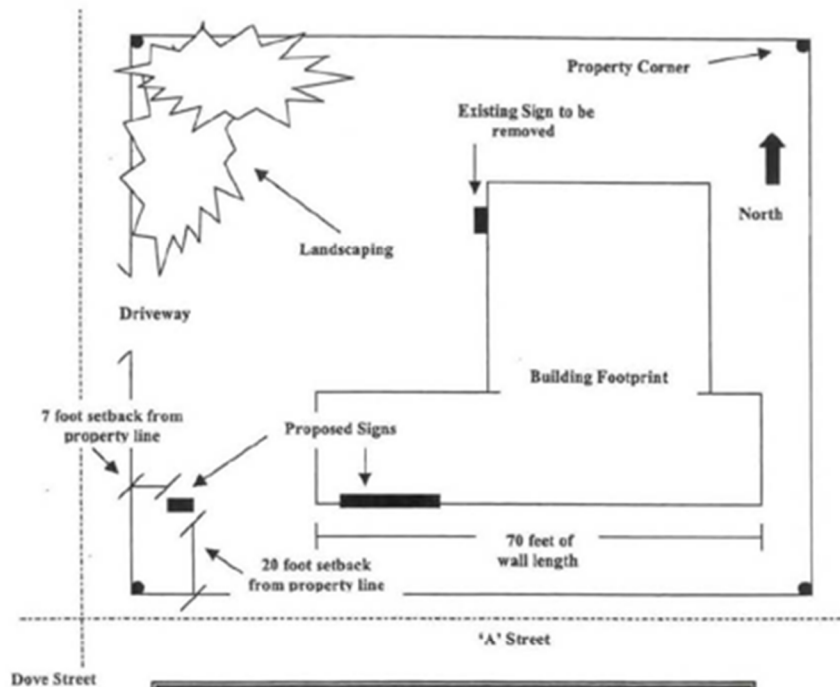
Any electrical connection that is proposed, requires to be completed by a licensed electrician and an Electrical Permit.

Value of Construction. The value of construction shall include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, automatic sprinkler systems, other mechanical systems and other permanent work or permanent equipment, not including furnishings. The Building Official shall make the final determination of the value of construction as specified in Section 108.3 of the International Building Code.

Application Fees

- Design review fees (based on the number of signs) and
- Permit fees are due prior to the permit being issued. Permit fees are based on the contract value of the sign.
- An addition 3.9% Technology Fee is added to all Planning, Engineering and Building Permit Fees.

Example of a Site Plan (requirement with sign application)



Required Elements:

1. Corners of property
2. Street(s) (Right-of-Way) surrounding property
3. Building footprint
4. Landscaping
5. Driveway(s) on property
6. Indication of where existing signs are located
7. Show where proposed signs will be
8. Length of wall sign(s) will be attached to
9. Ground sign setbacks from property line
10. North arrow