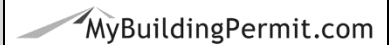


SIGN PERMIT APPLICATION

**Physical Address:**

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online: www.MyBuildingPermit.com

Non-Portable Sign select: Auburn | Sign | Any Project Type | Permanent Sign | All Sign Proposals

Portable Sign select: Auburn | Sign | Any Project Type | Permanent Sign | Portable

INFORMATION SHEET

Sign Permit Information

A sign permit application is intended for the construction of a new or replacement of an existing permanent sign. Up to five signs can be applied for at a time. Ensure the application form references all signs by letter or number to correspond to the other application materials.

Certain types of signs such as flashing signs, banners, pennants, signs attached to vehicles, or portable signs (except for the DUC and C-2 zones) are prohibited. Please reference [ACC 18.56.030\(I\)](#) for a complete list of prohibited signs.

Temporary signs (except "portable signs") defined as "any sign or advertising display constructed of wood, vinyl, cloth, canvas, light fabric, paper, cardboard, or other light materials, with or without frames, intended to be displayed for a limited time only" **do not require a sign permit BUT are subject to the time limitations, quantity, and use provisions contained in** [Auburn City Code \(ACC\) 18.56.030\(B\)](#).

Portable signs are defined as "any sign made of any material, including paper, cardboard, wood or metal, which is capable of being moved easily and is not permanently affixed to the ground, structure or building. This also includes sidewalk or sandwich board signs, except those worn by a person." Portable signs **require a sign permit through MyBuildingPermit.com and are only allowed in the DUC and C-2 zones**. For more information about signs in the downtown, please review the [Downtown Portable Sign Topic Paper](#).

If You Need Help

If you're unsure about permitting process, please feel free to email the Permit Center at permitcenter@auburnwa.gov. If you have questions about the sign code or need help determining applicable requirements, please email Planning Services at planning@auburnwa.gov.

To apply, please determine:

- The applicable zoning district using: [Maps & GIS - City of Auburn \(auburnwa.gov\)](#).
- The amount of "frontage" in accordance with [ACC 18.56.020\(K\)](#), such as the tenant space width in the case of multi-tenant buildings or multiple building sites, or the front lot line length for single tenant sites.
- Calculate and show the sign area using the methodology in [ACC 18.56.020\(GG\)](#).
- Size, type, and location of other signs already existing on the same property.

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances; and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

Sign Permit – Submittal Checklist

What is required to be uploaded to www.MyBuildingPermit.com?

- ☐ [Owner Authorization Form\(s\)](#) for all property owners involved. Fully complete the form.
- ☐ For a building-mounted sign, provide **building elevations** showing existing and proposed signage, building façade and all dimensions. Include other information to illustrate the proposal.
- ☐ **Site Plan.** Reference the Sign Site Plan Example. Please provide a scaled site plan showing property dimensions, building, & frontage dimensions. Show location of existing and proposed signs. Aerial photos without this information will not substitute for a site plan. For freestanding signs, show dimensions to property lines, rights-of-way, easements, and landscaping. If utilities lie within easements, shown the type and location of the utility.
- ☐ **Sign Drawing and details.**
 - * sign dimensions (include feet and inches according to ACC 18.56.0202(K))
 - * sign weight
 - * sign materials and material grades
 - * sign cross section showing attachment to the building, ground, and structural members (studs, beam, post, & wall) and fastening method (bolts, screws, lags, nails, and welds)
 - * show size, spacing and number of fasteners
 - * show all structure components of the sign itself (size included)
 - * if the site is subject to a previous master sign plan approval (ACC 18.56.030(K)) or Architectural & Site Design Review, information on compliance or other information is required.
 - * foundation details (size, depth, materials, etc.) when applicable
- ☐ **Structural Calculations** signs and sign structures that are subject to wind and seismic forces require engineered calculations stamped by a structural engineer, licensed in Washington State.
- ☐ Indicate if the proposed sign is to be **illuminated or not**. If yes, indicate the electrical load with name of the electrical contractor responsible for the installation of the service feed wires, if other than the sign contractor. A separate electrical permit is required, which may be obtained through the WA Department of Labor and Industries.

PDF Requirements: All documents shall be submitted in unsecured and flattened PDF format. Electronic documents submitted to the City of Auburn for plan review and permit issuance must be provided in a state that does not prevent the City from making code comments on the documents during review or from making the documents ready for permit issuance. Documents submitted in any manner that prevents the City from completing the review and permit issuance process, including but not limited to submitting documents that are locked, may result in additional review time, permitting delays, and/or cancelation of the permit application if the problem is not timely resolved by the applicant. Please review the My Building Permit Electronic Submittal Standards for general requirements for electronic submittals:

https://mybuildingpermit.com/sites/default/files/documentation/ElectronicDocStandards_GeneralRequirements.pdf

Leased Frontage: