



# SIGN PERMIT APPLICATION

Updated  
Jun 2019

<b>Physical Address:</b> Auburn City Hall Annex, 2 <sup>nd</sup> Floor 1 E Main St	<b>Mailing Address:</b> 25 W Main St Auburn, WA 98001-4998	<b>Webpage &amp; Application Submittal:</b> <a href="http://www.auburnwa.gov">www.auburnwa.gov</a> <a href="mailto:applications@auburnwa.gov">applications@auburnwa.gov</a>	<b>Phone and Email:</b> Phone: (253) 931-3090 <a href="mailto:permitcenter@auburnwa.gov">permitcenter@auburnwa.gov</a>
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<b>Site Address:</b>		<b>Project Valuation:</b> \$
<b>Parcel Number: (required)</b>		<b>Tenant / Project Name:</b>
<b>Property Owner:</b>	<b>Address:</b>	<b>Phone:</b>
<b>Contractor:</b>	<b>State Contractor's Lic #:</b>	<b>Auburn Business Lic #:</b>
<b>Address:</b>		<b>Phone:</b>
<b>Project Contact:</b>		<b>Company:</b>
<b>Address:</b>	<b>Phone:</b>	<b>Email:</b>

	SIGN #1	SIGN #2	SIGN #3	SIGN #4
<b>APPLICABLE TO ALL SIGNS:</b>	Type of sign <input type="checkbox"/> Marquee*	Type of sign <input type="checkbox"/> Marquee*	Type of sign <input type="checkbox"/> Marquee*	Type of sign <input type="checkbox"/> Marquee*
<b>Multiple Frontages?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Monument <input type="checkbox"/> Pole Sign* <input type="checkbox"/> Political <input type="checkbox"/> Portable <input type="checkbox"/> Real Estate <input type="checkbox"/> Roof Sign* <input type="checkbox"/> Wall Sign	<input type="checkbox"/> Monument <input type="checkbox"/> Pole Sign* <input type="checkbox"/> Political <input type="checkbox"/> Portable <input type="checkbox"/> Real Estate <input type="checkbox"/> Roof Sign* <input type="checkbox"/> Wall Sign	<input type="checkbox"/> Monument <input type="checkbox"/> Pole Sign* <input type="checkbox"/> Political <input type="checkbox"/> Portable <input type="checkbox"/> Real Estate <input type="checkbox"/> Roof Sign* <input type="checkbox"/> Wall Sign	<input type="checkbox"/> Monument <input type="checkbox"/> Pole Sign* <input type="checkbox"/> Political <input type="checkbox"/> Portable <input type="checkbox"/> Real Estate <input type="checkbox"/> Roof Sign* <input type="checkbox"/> Wall Sign
<b>Lineal feet:</b>	Sign Height:  Sign Width:	Sign Height:  Sign Width:	Sign Height:  Sign Width:	Sign Height:  Sign Width:
<b>Front Yard Setback:</b>	Sq Ft of Sign:	Sq Ft of Sign:	Sq Ft of Sign:	Sq Ft of Sign:
<b>Side Yard Setback:</b>	Zoning district:	Zoning district:	Zoning district:	Zoning district:
<b>Number of Existing Signs:</b>	Linear Feet of Leased Frontage:	Linear Feet of Leased Frontage:	Linear Feet of Leased Frontage:	Linear Feet of Leased Frontage:
<b>Total Area of Existing Signs:</b>	Sign Copy/Text Width:	Sign Copy/Text Width:	Sign Copy/Text Width:	Sign Copy/Text Width:
	Sign Copy/Text Height:	Sign Copy/Text Height:	Sign Copy/Text Height:	Sign Copy/Text Height:
	Sign colors:	Sign colors:	Sign colors:	Sign colors:
	Sign Text:	Sign Text:	Sign Text:	Sign Text:

**\*Engineering is required for Marquee, Pole and Roof signs**

I certify the information furnished by me is true and correct and that I am the owner of the subject property or I have been given express permission by the owner of the subject property, to submit this application for permit. I will comply with all provisions of law, code and ordinances governing this type of construction work, including state contractor registration laws. The permit will expire if work authorized by this permit is not commenced within 180 days of issuance, or work is suspended or abandoned, after work is commenced, for a period of 180 days. The approval of construction plans and inspections does not guarantee all provisions of the applicable codes have been met. It is the responsibility of the permittee, or the person doing the work, to notify the Building Division for inspections at least 24 hrs in advance, and insure that the required inspections are made.

**Application expires 180 days after Date Submitted**

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# OWNER LETTER OF AUTHORIZATION

Updated  
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**Physical Address:**  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 E Main St

**Mailing Address:**  
25 W Main St  
Auburn, WA 98001-4998

**Webpage & Application Submittal:**  
[www.auburnwa.gov](http://www.auburnwa.gov)  
[applications@auburnwa.gov](mailto:applications@auburnwa.gov)

**Phone and Email:**  
Phone: (253) 931-3090  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am (*select one*)  the owner of the property that is the subject of the application or  the owner is a corporation, organization, or public agency and submitting this authorization is within the scope of my authority to act on that entity's behalf for the property located at \_\_\_\_\_ for the following scope of work \_\_\_\_\_.

2. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.

3. I acknowledge that approval of this application may be subject to conditions as specified on the approval documents.

4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

6. Regarding this application, the following individuals are appointed to act as my agent, or as the agent of the entity I represent: \_\_\_\_\_.

X \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City and State where signed**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address**

## **Community Development & Public Works**

### **SIGN PERMIT CHECKLIST**

1.  Completed sign permit application
2.  Name of business and address where work is to be performed
3.  Name and title of the person completing the application
4.  Name, address and telephone number of the property owner
5.  Name, address and telephone number of the person or firm performing the work
6.  Valid Washington State contractor's registration number
7.  A description of work to be performed and type of sign
  
8.  Elevations showing existing and proposed signage, including dimensions, copy materials, building facade and dimensions for building-mounted sign and other information to illustrate the proposal.
9.  Site plans are required for all signs showing existing and proposed signage, with setbacks and property dimensions. Aerial photos without this information will not substitute for a site plan. For freestanding signs, provide the information showing the relationship of the sign to property lines, right-of-way and easement lines. If utilities lie within these easements, they should be identified.
10.  Foundation and structural details for freestanding signs and methods for fastening building mounted signs. Include the following:
  - A. Sign dimensions (include inches & feet according to specified method in ACC 18.56.020)
  - B. Sign weight
  - C. Sign materials and material grades
  - D. Sign partial cross section showing attachment to building, ground and structural members (studs, beam, post, wall) and fastening method (bolts, screws, lags, nails, welds)
  - E. Show size, spacing and number of fasteners
  - F. Show all structural components of the sign itself (size included)
  - G. Signs and sign structures that are subject to wind and seismic forces require engineered calculations stamped by a structural engineer, licensed in Washington State.
11.  Indicate if sign is to be illuminated. If yes, indicate the electrical load with name of electrical contractor responsible for the installation of the service feed wires, if other than sign contractor. A separate electrical permit is required, which may be obtained through the Department of Labor and Industries.
12.  Indicate proposed sign colors by providing color board and/or paint chips.
13. Additional information may be required if determined necessary for adequate review of proposed signage.

For further information, please contact Community Development at (253) 931-3020.

Project Number:

Project Name:

Sign Dimensions:

Sign Area:

Leased Frontage:

# EXAMPLE SITE PLAN FOR SIGN PERMITS

