



City of Seattle Department of Construction and Inspections

Street Address: 700 5th Ave, Suite 2000,
 Mailing Address: PO Box 34019, Seattle, WA 98124-4019
 Phone: (206) 684-8464 Fax: (206) 684-8113
 Website: www.seattle.gov/sdci
 Permit Counter Email: otcpermits@seattle.gov
ASC Hours: M-W-F: 8:00-4:00 & Tu-Th: 10:30-4:00



ON-PREMISES SIGN, AWNING & CANOPY APPLICATION

| | |
|---------------------------|--------------------------------|
| Work Site Address: | Exact Location on Site: |
|---------------------------|--------------------------------|

| |
|-----------------------------|
| Description of Work: |
|-----------------------------|

Sign Customer: Business Establishment

| | | | |
|------------------|--|-------|--|
| Business Name | | | |
| City Bus. Lic. # | | | |
| Contact | | | |
| Email | | | |
| Street Address | | | |
| City State Zip | | | |
| Phone # | | Fax # | |

| Property (Parcel or Building) Owner | Installer / Contractor | |
|-------------------------------------|---|--|
| | <small>(each contractor must complete this section – attach additional forms)</small> | |

| | | |
|---|--|--|
| Name/Entity | Company Name | |
| Contact | City Bus. Lic. # | |
| Email | State Contr. Lic. # | |
| Street Address | Contact | |
| City State Zip | Email | |
| Phone & Fax | Street Address | |
| <i>I certify that the sign is for the sole use of the business establishment occupying my property.</i> | City State Zip | |
| | Phone & Fax | |
| Signature: _____ Date: _____ | <i>I certify that the installation will be code compliant and pass all inspections in a timely manner.</i> | |
| SDCI USE ONLY PERMIT #: | Signature: _____ Date: _____ | |

(All information applicable to this permit application is required at the time you submit – no exceptions)

| | | |
|---|---------------------------|---------------------------------------|
| Zone: | Overlay District: | Restricted byway (LU Code 23.55.042): |
| Shoreline Environment (LU Code 23.60A.220): | SDOT Street Use Permit #: | Dept. of Neighborhoods Approval #: |
| MUP #: | MUP Issue Date: | |

Installations Based on Valuation (Awnings / Canopies / Bordertube / Outline Lighting only)
 (Include all market-value labor costs, materials, furnishings, outline lining, and equipment)

| | | |
|--|---|-----------|
| <input type="checkbox"/> Awning / Canopy Structure | <input type="checkbox"/> Border Tubing / Outline Lighting | Value: \$ |
| # Branch Circuits: | Lighting Method(s) - LED, HID, neon, etc: | |

Sign installation Based on Sign Area

| |
|---|
| Sign #1: <input type="checkbox"/> Awning <input type="checkbox"/> Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Ground <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Painted Wall Sign <input type="checkbox"/> Interior Sign <input type="checkbox"/> Under Canopy <input type="checkbox"/> Roof |
| Sign Area: (ft ²) Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No Lighting Method: Watts: |
| Sign #2: <input type="checkbox"/> Awning <input type="checkbox"/> Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Ground <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Painted Wall Sign <input type="checkbox"/> Interior Sign <input type="checkbox"/> Under Canopy <input type="checkbox"/> Roof |
| Sign Area: (ft ²) Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No Lighting Method: Watts: |
| Sign #3: <input type="checkbox"/> Awning <input type="checkbox"/> Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Ground <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Painted Wall Sign <input type="checkbox"/> Interior Sign <input type="checkbox"/> Under Canopy <input type="checkbox"/> Roof |
| Sign Area: (ft ²) Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No Lighting Method: Watts: |
| Sign #4: <input type="checkbox"/> Awning <input type="checkbox"/> Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Ground <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Painted Wall Sign <input type="checkbox"/> Interior Sign <input type="checkbox"/> Under Canopy <input type="checkbox"/> Roof |
| Sign Area: (ft ²) Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No Lighting Method: Watts: |
| Sign #5: <input type="checkbox"/> Awning <input type="checkbox"/> Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Ground <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Painted Wall Sign <input type="checkbox"/> Interior Sign <input type="checkbox"/> Under Canopy <input type="checkbox"/> Roof |
| Sign Area: (ft ²) Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No Lighting Method: Watts: |
| Sign #6: <input type="checkbox"/> Awning <input type="checkbox"/> Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Ground <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Painted Wall Sign <input type="checkbox"/> Interior Sign <input type="checkbox"/> Under Canopy <input type="checkbox"/> Roof |
| Sign Area: (ft ²) Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No Lighting Method: Watts: |

The Revised Code of Washington (R.C.W.19.28) and the City of Seattle Electrical Code (80.52) require all individuals or entities (other than the property owner) engaged in the business of installing electrical wiring to have a valid Washington State electrical contractors' license.

I certify that: 1) the sign installation will conform to the approved plans, 2) I will make sure all inspections by SDCI are passed, and 3) the sign will be used as an "on-premises sign" solely for my business establishment as required by the Seattle Sign Code (SMC 23.55 and 23.84A).

Sign Customer Signature: _____

Date of Signature: _____

PAYMENT & MAILING INSTRUCTIONS:

- Mail checks w/ application to: Seattle DCI , Attn: OTC 700 5th Ave #2000, P.O. Box 34019, Seattle, WA 98124-1234
- Call me for a credit card number @: _____
- Mail Permit to Contractor (if other, notify reviewer)
- Hold Permit for Pick-up

SDCI USE ONLY:

Permit #: _____
 Permit Fee: _____

Required Information

Definitions: Who is who?

Business Establishment is the sign customer who has contracted to have a sign installed that will promote goods or services provided or produced on the premises where the sign is located (on-premise sign per Sign Code – SMC 23.55 and 23.84A)

Property Owner is the person or legal entity (LLC or Co.) that owns the site where the sign is going to be installed.

Installer / Contractor is hired by the business establishment to design and install a sign for their business. When there is more than one contractor, each contractor must complete the contractor section of page 1 and the additional forms must be attached to the primary application form.

The Department has established the following standards for plans to be submitted with a sign permit application:

1. Show total lineal feet of frontage on rights of ways (except alleys)
2. Site plan must show existing structures, existing and proposed new signs, location of proposed signs, rights-of-way, AND a legend identifying each sign and a North arrow
3. Elevation drawings showing the sign with all dimensions
4. Installation detail, including the method of attachment described below
5. Use the sign application numbering system found on page 2 on the site plan (i.e. sign #1 on the application matches labeled sign #1 on plans, etc.)
6. Other required details or notes (i.e. footing, foundation or engineering details)
7. Lighting method – LED, HID, neon, incandescent, fluorescent, etc.

A building permit may be needed for alteration, modification, or shoring up of the building to support a sign, in addition to a sign permit.

Basic Format for Plans with Sign Permit Application

Plan Quality

- ✓ Plans must be easy to read and microfilm, no print smaller than 8 point
- ✓ Lines and lettering must be dark enough to provide good contrast with the paper
- ✓ Plans must SHOW DIMENSIONS, STRUCTURES, AND STREET FRONTAGE; it is not adequate to just indicate scale

Paper Size

- ✓ Minimum size of 11" x 17" – this size is preferred

Copies

- ✓ Three (3) copies are required

Methods of Attachment

The plans must indicate one of the following methods of attachment based on the types of structure listed below.

- ✓ **Brick or Masonry blocks (CMU) — Bolt, lag and drill through**
 - Bolt through using washer plates and nuts
 - Void behind brick or CMU's, use screen tube and epoxy resin anchoring
 - Lag through brick into wood (*specify size of lag screw*)
 - Bolt through brick into concrete (*specify size of bolt*)
- ✓ **Wood - lag screw into wood structural frame member** (*Specify size of lag screw*)
- ✓ **Concrete - rated expansion bolt into concrete** (*Specify size of rated expansion bolt*)

NOTE: This application form CANNOT be faxed or emailed to our offices. If you have questions, contact our Sign Reviewer by email at steve.sampson@seattle.gov or by telephone (206) 684-8419.