



PERMIT SERVICES

SIGN PERMIT SUBMITTAL CHECKLIST

PERMIT SUBMITTAL REQUIREMENTS:

- Signed Permit Application(s)** (1 Copy for each address)
Bldg/Mechanical/Plumbing/Sign/Sprinkler/Demolition Permit Application, Public Works Permit Application (as needed), Electrical Permit Application (as needed).
- Site Plans** (2 Copies - 11" x 17" maximum size, 1" = 20' minimum scale; however, if the parcel is too large to fit on an 11" x 17", show the entire parcel at 1" = 30' and provide a blow up of the area where the work is occurring at a minimum of 1" = 20' on a separate numbered page. Refer to Sample Site Plan (COE Std Dwg: 101, 102) for required site plan notes, as applicable.
- Construction Plans** (2 sets; 1/4" = 1' minimum scale. If in historical overlay, 3 sets required. 24"x36" maximum sheet size, stapled bound edge, 5/8" thick, all pages uniformly sized, each page consecutively numbered). Must include a site plan, elevations, and details of the sign construction support. Aerial photos are not accepted as site plans for properties with freestanding signs.
- Engineering calculations** (2 copies, of structural calculations, if required based on the sign installation type.)
- Permit Submittal Fee** (Plan check fee)
- Comprehensive Sign Design decision, (1 copy, if applicable).**
- NOTE:** All proposed signs visible and within 660 feet of I-5 will be routed to WSDOT for review. Permit cannot be issued until review is complete. Submit WSDOT approval if granted prior to City of Everett Sign Permit Application submittal.

I. SITE PLAN REQUIREMENTS:

- A. Show site address, name of business/owner, property lines and dimensions, location of all buildings, parking areas, driveways and landscape areas drawn to scale.
- B. Show the setback of all proposed and existing freestanding signs measured from the property line; include the sign height and sign area for each sign. If more than one sign, label signs, i.e., Sign 1, Sign 2, etc.
- C. Show landscaping around the base of any freestanding sign, if required.

II. ELEVATION DRAWING REQUIREMENTS:

- **Freestanding signs:** height, dimensions and sign area of all proposed and existing signs drawn to scale.
- **Wall signs:** dimensions and façade area for the facade of the particular business or entity for which the sign permit is being applied.
- **Projecting signs:** the dimensions of the sign, its projection from the building, and vertical clearance above grade.



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III. **OTHER PLAN ELEMENTS:**

Structural, electrical and any other plans which demonstrate that the proposed sign meets all building and electrical code requirements to include:

- A. Connections for wall signs; footing depth and reinforcement for pole/monument signs.
- B. Elevations indicating number and location of attachments.
- C. Structural calculations for pole signs, cantilevered signs, vehicle height bars, wall signs above four stories, and hanging signs, to verify seismic, wind, and gravity loading.

IV. **CHANGE OF OCCUPANCY/USE:**

Signs for buildings with a new change of occupancy/change of use may trigger requirements for a separate building permit application with plans for the new occupancy.

APPLICABLE CODES AND REFERENCES

- International Building Code (IBC), 2015 Edition & WAC 51-52
- International Existing Building Code (IEBC), 2015 Edition & WAC 51-50
- Accessible and Usable Buildings & Facilities, ANSI A117.1-2009 & WAC 51-51-005
- Washington State Energy Code (WSEC), 2015 Edition, WAC 51-11 (C, R, Appendix)
- International Fire Code (IFC), 2015 Edition and WAC 51-54
- National Electrical Code (NEC), 2014 Edition & WAC 296-46B-010
- Everett Municipal Code, Title 19 Zoning