



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 (360) 754-4180
 Email: cdd@ci.tumwater.wa.us

**SIGN PERMIT
 Submittal Checklist**

| | |
|----------------------------------------------------|------------------------------------|
| TUM - _____ _____ RCVD BY | DATE STAMP |
|----------------------------------------------------|------------------------------------|

APPLICANT INFORMATION (please print neatly)

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

In order to install a sign, a submittal for a Sign Permit shall consist of all items on this checklist unless waived by Staff.

| A. APPLICATION AND REQUIRED COPIES | N/A | Provided | Staff |
|-------------------------------------------|-----|----------|-------|
|-------------------------------------------|-----|----------|-------|

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Provide a complete and signed (by owner or authorized representative) application and applicable fee. Each sign type requires a separate submittal (i.e. monument, pylon, wall). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|

| B. SITE PLAN | N/A | Provided | Staff |
|---------------------|-----|----------|-------|
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| 1. The site plan(s) shall be fully dimensioned showing the proposed sign location, property lines, street frontages, building layout, easements, and building setback lines. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Draw plan to scale of 1" = 10' or larger. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. List complete parcel number(s). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Show: | | | <input type="checkbox"/> |
| a. Date, north arrow and scale. | <input type="checkbox"/> | | |
| b. Zoning designation. | <input type="checkbox"/> | | |

| C. FOR FREE STANDING PYLON SIGNS | N/A | Provided | Staff |
|-----------------------------------------|-----|----------|-------|
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|-----------------------------------------------------------------|--------------------------|--|--------------------------|
| 1. Provide: | | | <input type="checkbox"/> |
| a. Stamped, signed engineering calculations. | <input type="checkbox"/> | | |
| b. Footing/foundation drawings. | <input type="checkbox"/> | | |
| c. Detail of the connection of the pylon to the foundation. | <input type="checkbox"/> | | |
| d. Elevation drawings with dimensions of all faces of the sign. | <input type="checkbox"/> | | |
| e. Height of top of sign from ground level. | <input type="checkbox"/> | | |

| D. FOR MONUMENT SIGNS | N/A | Provided | Staff |
|------------------------------|-----|----------|-------|
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|-----------------------------------------------------------------|--------------------------|--|--------------------------|
| 1. Provide: | | | <input type="checkbox"/> |
| a. Footing/foundation drawings. | <input type="checkbox"/> | | |
| b. Elevation drawings with dimensions of all faces of the sign. | <input type="checkbox"/> | | |
| c. Height of top of sign from ground level. | <input type="checkbox"/> | | |

Sign Conditional Exemption Submittal Checklist

| E. FOR WALL MOUNTED SIGNS | N/A | Provided | Staff |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Provide: | | | <input type="checkbox"/> |
| a. Drawing of the entire wall of the building the sign is mounted on with the sign superimposed on the wall, dimensioned. | | <input type="checkbox"/> | |
| b. Detail of the wall construction where the sign is to be mounted. | | <input type="checkbox"/> | |
| c. Elevation drawings with dimensions of all faces of the sign. | | <input type="checkbox"/> | |
| d. Detail of the mounting system/hardware used to connect the sign to the wall. | | <input type="checkbox"/> | |
| e. If the proposed sign is to be mounted on a building, provide the total square footage of the “public façade” of the building (height of main roofline x width). “Public façade” means any side of a commercial building having a doorway open for regular ingress/egress by customers. For multiple tenant facilities having individual entrances for different businesses, the “public façade” of a particular business shall mean that portion of the total public façade upon which the business has frontage. | | <input type="checkbox"/> | |
| f. If the sign will project into the existing right-of-way or over a walking surface, provide detail of projection and height of bottom of sign from walking surface. | | <input type="checkbox"/> | |
| F. ADDITIONAL INFORMATION | N/A | Provided | Staff |
| 1. Provide inventory of all signs on site by type and size. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If sign is to be illuminated, show method of illumination. | | <input type="checkbox"/> | <input type="checkbox"/> |
| G. ELECTRONIC SUBMITTAL | N/A | Provided | Staff |
| 1. Submitting online: Upload documents, naming them with the project address and document name (project address – application, checklist, plans, etc). | <input type="checkbox"/> | <input type="checkbox"/> | |
| Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi. | <input type="checkbox"/> | <input type="checkbox"/> | |

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date