

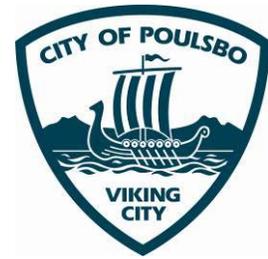
City of Poulsbo

Building Department

200 NE Moe St.

Poulsbo, WA 98370

360-394-9733 FAX 360-697-8269



SIGN PERMIT APPLICATION

For a complete application the following must be submitted:

1. One completed application form;
2. Two (2) sets of drawings or illustrations of sign(s), including all dimensions;
3. Drawings or photos of façade area to which sign will be attached, with wall dimensions. For wall mounted signs on multi-business buildings, clearly indicate on the drawing the exact occupied area for the business applying for the sign permit.
4. Mounting/installation plan drawn to scale with the dimensions, materials, design and structural supports of each proposed sign;
5. All plans for monument signs greater than 6 ft. high must be accompanied with a structural design and supporting calculations for an 85 mph basic wind speed, site specific exposure and seismic design category D2. Structural plans and calculations when submitted must be wet sealed by a Washington State Registered Design Professional.
6. Site plan drawn to scale showing the proposed sign(s) locations relative to property lines, roads and existing structure(s); and all dimensions, height and square footage of all new signs along with the locations, heights, square footage of all existing signs on the same premises.
7. For free-standing signs, include the proposed landscape plan.

GENERAL INFORMATION

Owner of Sign _____

Address _____

City/State/Zip _____

Phone No. _____

Name of Business _____

Location of Sign (street address) _____

Property Owner _____

Assessor Number _____

Zoning of Parcel _____ Lot Area _____ Downtown Core? _____

Is Parcel located with 200 ft. of a shoreline? _____

Will sign project over City property or Right of Way? _____

CONTRACTOR INFORMATION:

Contractor _____ License No. _____

Expiration date _____ Phone No. _____

Address _____

City/State/Zip _____

Cost of Sign(s) _____

SIGN INFORMATION

Complete for Wall Mounted Signs:

Dimensions (length x width)

Total area of proposed sign(s):	Sign 1 _____ sq. ft.	_____ ft. x _____ ft.
(include dimensions)	Sign 2 _____ sq. ft.	_____ ft. x _____ ft.
	Sign 3 _____ sq. ft.	_____ ft. x _____ ft.
	Sign 4 _____ sq. ft.	_____ ft. x _____ ft.

Total Area of Proposed Signs _____ sq. ft.

Total Area of Existing Signs: _____ sq. ft.

For Commercial signs outside of Downtown Core:

- Total length of façade area where the sign(s) is to be affixed (in feet) _____ l.f. (note, for multi-occupancy buildings, calculate only the lineal façade area of the premises actually used by the tenant or user)
- What is the percentage of the lineal feet of the building frontage the sign occupies? _____ %

For all other signs:

- Total façade area of the largest single wall (length x height)? _____ sq. ft.

Staff comments:

Total amount of signage allowed by PMC 18.64: _____

Shoreline jurisdiction limitations: _____

Height limitation: _____

Complete for Free-Standing Signs:

Proposed Total Area per Face (include dimensions): _____ sq. ft.

Number and total area of existing freestanding signs:

Sign 1 _____ sq. ft.
Sign 2 _____ sq. ft.
Sign 3 _____ sq. ft.

Number and area of any proposed directional signs: _____ sq. ft.

Staff comments:

Total amount of signage allowed by PMC 18.64: _____ sq. ft.

Maximum number of freestanding signs: _____

Maximum permitted height of freestanding sign(s): _____

Shoreline jurisdiction limitations: _____

State Building Code Fee \$ 4.50;

Basic Sign Fee \$15.00

Permit Fee \$

The applicant and contractor will ensure that the sign, mounting hardware, and structure to which the sign is attached will be capable of withstanding the D-2 zone seismic forces. 85 MPH with 105 MPH three second gust wind loads, and 25# snow load which are the design criteria for this geographic area. Any required structural engineering shall be acquired by same.