



Planning & Economic Development

200 NE Moe Street | Poulsbo, WA 98370-7347

(360) 394-9748 | fax (360) 697-8269

www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

SANDWICH BOARD SIGNS

A sandwich board sign means a portable sign, typically in the shape of an inverted V, with two sign boards attached to each other at the top of the sign; also known as a sidewalk or A-frame sign.

WHEN IS A PERMIT REQUIRED?

Sandwich board signs intended for permanent display (more than 14 days in a calendar year) are required to obtain a sandwich board sign permit from the city. The annual permit is valid for the calendar year and expires on December 31st of each year.

HOW MANY CAN I HAVE?

No more than one sandwich board sign shall be permitted for any business, organization, or use.

WHAT ARE THE SIZE LIMITATIONS?

- Sandwich board signs shall not exceed 6 square feet in size per face and shall not exceed 4 feet in height.
- The sign shall not be artificially increased above the allowed maximum height by elevating the sign off of ground level by any means.

WHERE CAN I PLACE MY SANDWICH BOARD?

- Sandwich board signs may be located on premises or off premises, but cannot exceed the total number of signs allowed per business, organization or use.
- On-premises signs must be located on property directly in front of the business displaying the sign, or in right-of-way on the same side of street and immediately adjacent to the business.
- Off-premises signs are not allowed in public parks, or on private property without owner's consent.
- Off-premises signs are allowed only for businesses or organizations located within the Poulsbo city limits, and have a valid business license.
- Signs advertising businesses or organizations not physically located and operated within the city limits are not permitted.
- Signs are not to be placed on sidewalks, except in the C-1 zoning district (downtown); provided, that minimum ADA sidewalk width remains available.
- Signs shall not create a traffic safety hazard by obstructing the view or passage of pedestrians, cyclists or motorists.
- Sign placement may not obstruct an entrance to a building, steps or driveway access.

- No sign may not be placed within a sight vision clearance triangle or within five feet of a wheelchair ramp.
- No sign shall be placed within the roadway, traffic island, median or circle.

RESTRICTIONS

- On- and off-premises signs may be displayed only during the hours of 8 a.m. to 9 p.m. on days the business displaying such sign is open. When off-premises sandwich board signs are continuously displaced and not removed daily, the city shall have the authority to remove said sign pursuant to [PMC 18.170.140\(B\)](#), and may revoke its permit.
- Signs determined to pose a threat to the public's safety or are located in sight clearance areas will be removed by the city, under the provisions of [PMC 18.170.140\(B\)](#).
- Lighting, streamers, balloons, windsocks, and other materials shall not be attached to sandwich board signs.
- Signs shall be constructed of weather-resistant materials, professionally lettered and neatly painted. The sign shall be constructed to avoid being blown, tipping or falling from its intended location. Signs shall remain in good condition, and repaired and maintained as needed.

WHAT IS THE PERMIT PROCESS?

You can submit your application by mail or in person. By mail, send the [Sandwich Board Registration Application](#) and materials to:

City of Poulsbo - Planning and Economic Development
200 Moe Street NE
Poulsbo, WA 98370

In person submit your application at the Poulsbo City Hall, on the 2nd Floor, at 200 Moe Street NE.

An application must include a notarized signature from the property owner of the site where the sign is intended to be placed.

When a sign is located within the right-of-way you will also need to provide a signed and notarized statement that you assume liability for any damage resulting from your use of the sandwich board sign, and which holds the City harmless from all losses and/or damages. This signature block is included in the city's sandwich board permit application.

Sandwich board sign permits are free.

Disclaimer: this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.

