

# City of Poulsbo

Building Department

(360) 394-9882 Fax: (360) 697-8269



## Sign Permit Application

Type of Sign:  Wall Mounted  Free-Standing

### PROPERTY INFORMATION

Site Address:

Assessor ID Number:

Zoning of Parcel: Lot Area: Downtown Core?  Yes  No

Is parcel located within 200 ft. of a shoreline?  Yes  No

Will sign project over City property or right of way?  Yes  No

### PROJECT INFORMATION

Description of work:

Estimated Construction Value: \$

**People Information:** Complete as many entries as necessary to indicate all responsible parties: Applicant, Property Owner, contractor, etc. Use additional sheets if needed. *All contractors and sub-contractors must have a valid City of Poulsbo business license.*

**Check all that apply**  Applicant\*  Property Owner  Contractor  Other:

Name: Company:

Mailing Address:

City: State: Zip Code:

Phone: Email:

Contractor License #: Poulsbo Business License #:

**Check all that apply**  Applicant\*  Property Owner  Contractor  Other:

Name: Company:

Mailing Address:

City: State: Zip Code:

Phone: Email:

Contractor License #: Poulsbo Business License #:

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**Check all that apply**     Applicant\*     Property Owner     Contractor     Other:

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Name: \_\_\_\_\_ Company: \_\_\_\_\_

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Mailing Address: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Contractor License #: \_\_\_\_\_ Poulsbo Business License #: \_\_\_\_\_

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**FINANCING INFORMATION** required if project valuation exceeds \$5,000, per RCW 19.27.095 (may be deferred until issuance)

**Lender administering the construction financing or firm issuing a payment bond** (if any) on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction project (if owner is self-financing, please indicate)

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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\*I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct. I also acknowledge that by signing the application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or inspection process, am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner. I understand that this form is being submitted electronically and my typed name on the signature line will qualify as my signature for purposes of the above certification.

Owner/Agent Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Submittal Requirements**

- \_\_\_ Completed Sign Permit Application
- \_\_\_ Completed sign total area sheet (pg. 3)
- \_\_\_ Two (2) sets of drawings or illustrations of sign(s), including all dimensions.
- \_\_\_ 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.
- \_\_\_ Mounting/installation plan drawn to scale with the dimensions, materials, design and structural supports of each proposed sign.
- \_\_\_ 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.
- \_\_\_ 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.
- \_\_\_ For free-standing signs, include the proposed landscape plan.

**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: \_\_\_\_\_