



Planning & Economic Development

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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.

HOW MANY CAN I HAVE?

No more than one sandwich board sign per street frontage (not to exceed two total) 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 and 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** 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-premises signs may be displayed only during the hours of 8 a.m. to 10 p.m. on days the business displaying such sign is open. When off-premises sandwich board signs are not permitted.
- 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, email, 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.

Email application form to plan&econ@cityofpoulsbo.com.

An application must include a notarized signature from the business owner,

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.

