

Permit Center

Location: 400 W. Gowe

Mail to: 220 4th Avenue S. • Kent, WA 98032-5895

(253) 856-5300 FAX: (253) 856-6412

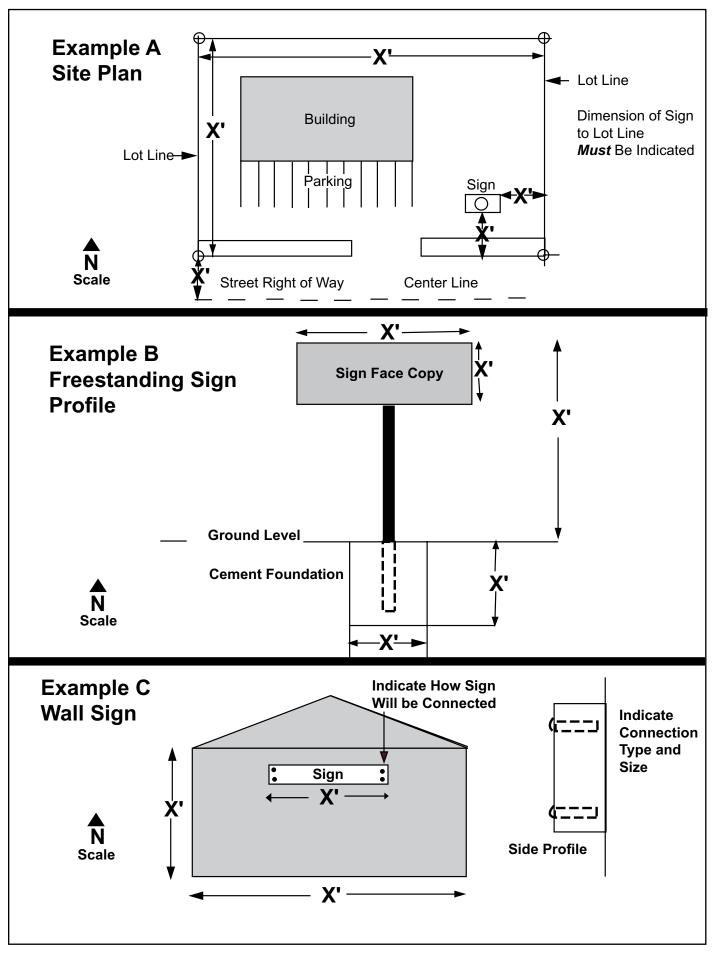
	Rtg. Type	Tracking Number			
d	Permit Name				
	Permit Type				
	Date Submitted				
	Projected Review Date				
	Routing:	BS 🗆 PS 🗀 PW			

Sign Permit Application

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	n dark ink Only		TRS TAS TAM		
			Zone:		
	_	_	ght of freestanding signs:		
Applicant (mand	atory)	Property owner	Property owner (mandatory)		
Name:		Name:			
Address:		Address:			
City:	State: Zip:	City:	State: Zip:		
Phone(s):	Fax:	Phone(s):	Fax:		
Contact Person:		Engineer			
ID No.:	Exp. Date:	Company Name	:		
E-mail:		Engineer Name:			
Contractor		ID No.:	Exp. Date:		
Company Name:		Address:			
ID No.:	Exp. Date:	City:	State: Zip:		
Address:		Phone(s):	Fax:		
City:	State: Zip:		The projected review date is our estimate of when we can conduct the initial plan review, assuming that the application and plans are clear		
Phone(s):	Fax:	initial plan review, assuming that the application and plans are cle accurate and complete. The date is based on our experience w similar projects, current workloads and available plan review resources.			
E-mail:		If plan review reveals	If plan review reveals that corrections or additional information is needed, processing time will be extended proportionately. Application expires 180 days after submittal date. We will telephone the contact person named for any additional information needed to process this application.		
		180 days after sub			
to comply with all city a enter upon the above r Washington State regis	and county ordinances and state laws rela- mentioned property for inspection purposes	y of perjury that the information ating to building construction as. I am either the owner of the	CONTRACTOR'S AGENT of contained herein is correct and complete. I agree and hereby authorize representatives of this city to be property described on this permit application, the contractor as signified above and am acting with the		
Print name of permit h	nolder/applicant		s/applicant's signature		
Date		Application expli	res 180 days after Date Submitted		

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Sign Permit Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A SIGN PERMIT APPLICATION:

- A. The completed original application making sure that all of the required signatures have been obtained.
- B. Two (2) copies of a "wall sign package" for each wall sign and freestanding signs under six feet in height. All of the following must be included before the application will be accepted as complete.

The following information must be provided:

- A site plan showing the location of the building or tenant space to which the sign will be attached. The site plan must show the proposed sign's location in relation to the street as well as the length of street frontage.
- 2. Building façade or profile drawings at a scale of not less that 1" = 20' or 1/16" = 1', which shows the buildings elevation/ profile on which the sign will be located. The drawing must clearly show all dimensions of the building façade, the location and dimensions of all existing and proposed signs.
- 3. A detail of all structural wall connections detailing how the sign is attached to the wall and method of illumination (if any).
- ☐ C. For all freestanding signs over six feet in height three (3) copies of the "freestanding sign package." All of the following must be included before the application will be accepted as complete.
 - 1. A detailed site plan including the following:
 - a. Property lines with dimensions
 - b. North arrow and recognizable scale
 - c. All public and private roads, driveways and easements
 - d. Location of building
 - e. Location of parking and drive aisle

- f. Landscaped areas
- g. Location of fencing
- h. Location of proposed freestanding sign with dimensions and setbacks
- If applicable, sight distance triangles for all driveway locations or corners of properties at intersections. See Development Assistance Brochure #6-7, Sight Distance Requirements for additional guidance.
- 2. Details of face copy of text and graphics, methods of illumination (if any), dimensions and square footage of each sign.
- Structural details of signs (including footings) with computations, diagrams, or other data sufficient to show proper structural stability of the installation.

Photographs of building façades will be accepted, but **must** include a recognizable scale.

All of the above items must be submitted at the time of application in order for the application to be accepted. An application will not be considered complete unless all required drawings and plans are created at a verifiable standard scale as listed above.

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Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895

Permit Center (253) 856-5302 FAX: (253) 856-6412

www.KentWA.gov/permitcenter

Sign Permit Application Instructions

To insure compliance with the sign regulations of the zoning code, a permit is required for all signs installed or altered within the city limits of Kent, except those signs specifically exempted in Kent City Code Subsection 15.06.080(A)(2). No sign shall be erected, installed, applied, affixed, altered or relocated without a permit from Development Services and/or Planning Services.

Kent City Code Subsection 15.08.100 (F)(2)(b) states that no sign permit shall be issued to allow legal signs on property having an illegal or nonconforming sign until such time as the nonconforming or illegal sign is modified to conform to this title.

Therefore, a complete sign permit must address all existing and proposed signage on the site in order to demonstrate compliance with this requirement. The sign permit shall certify that the requested sign(s), as represented by plans, drawings and statements, is in conformance with the sign regulations of the zoning code. In addition, issuance of a permit for a new sign assures all associated signage on the site is in compliance with the sign code requirements pursuant to KCC Section 15.08.100 (F)(2)(b).

Application Form

Provide all information requested on the application form and accompanying application requirements. A sign permit application is not considered to be complete unless all required drawings and plans are created at a verifiable standard scale.

The City recognizes to two types of signs for this permit:

Wall Signs

Any number of wall signs may be submitted per application per tenant space. Wall signs affixed as a part of an awning will require a separate building permit for the awning in addition to this wall sign application.

Wall signs do not require an inspection unless a separate building permit is required.

Freestanding Signs

Structural information must be included with applications for sign permits over six feet in height. One sign permit application is required for each freestanding sign over six feet in height. Freestanding signs under six feet may be reviewed by Building Services if the sign is located in a required side yard.

Submission of Additional Information for an Incomplete Application

If the applicant is notified by the city that an application is not complete, the applicant must submit the necessary information to the city, in order to continue the application review process. If the applicant refuses to submit additional information, the application shall lapse because of a lack of information necessary to complete the review.

Fees

There is a nonrefundable zoning application fee for all wall signs for each tenant space (see Fee Schedule). Freestanding signs over six feet in height will include a building plan review fee based on the valuation of the work in addition to the Zoning Fee. Checks should be made payable to the City of Kent

These instructions provide general information only and do not reflect the complete text of the permit process review. See the Kent City Code for complete text and requirements.

Any person requiring a disability accommodation should contact the city in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.

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