



Planning Services
Location: 400 W. Gowe
Kent, WA 98032-5895
Permit Center (253) 856-5300
KentWA.gov/permitcenter

Sign Permit Application Instructions

To ensure 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).

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.

Monument and Freestanding Signs Under Seven (7) feet

These applications must include site distance triangle information on site plan and can be combined with wall signs.

Wall signs weighing 300lbs or over require a final building inspection. No inspections required for all other wall signs.

Monument, Freestanding Signs, and Flagpoles require inspections.

Monument and Freestanding Signs Over Seven (7) feet

Structural information must be included with applications for sign permits over seven feet in height. One sign permit application is required for each monument and freestanding sign over seven feet in height. Monument and freestanding signs under seven 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. 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.

Sign Permit Submittal Requirements Checklist

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

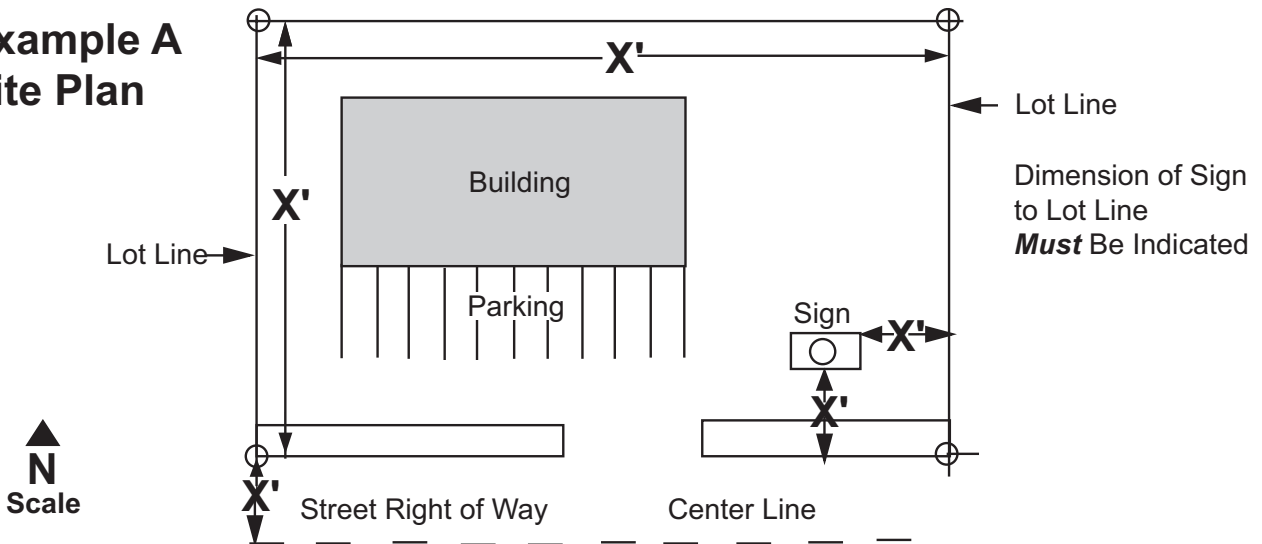
- A. For Wall Signs, all of the following must be included before the application will be accepted as complete.
 1. A site plan showing the location of the building or tenant space to which the sign will be attached. The site plan must show the proposed sign's location in relation to the street as well as the length of street frontage.
 2. Building façade or profile drawings at a scale of not less than 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).
 4. If the wall sign is 300lbs and over, engineer stamped drawings are required for the anchoring.
- B. For all Monument and Freestanding signs under seven (7) feet the submittal package should include the following listed items. For all Monument and Freestanding signs over seven (7) feet, please also include Stamped Structural Calculations. 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
 - i. 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.
 3. Structural details of signs (including footings) with computations, diagrams, or other data sufficient to show proper structural stability of the installation.

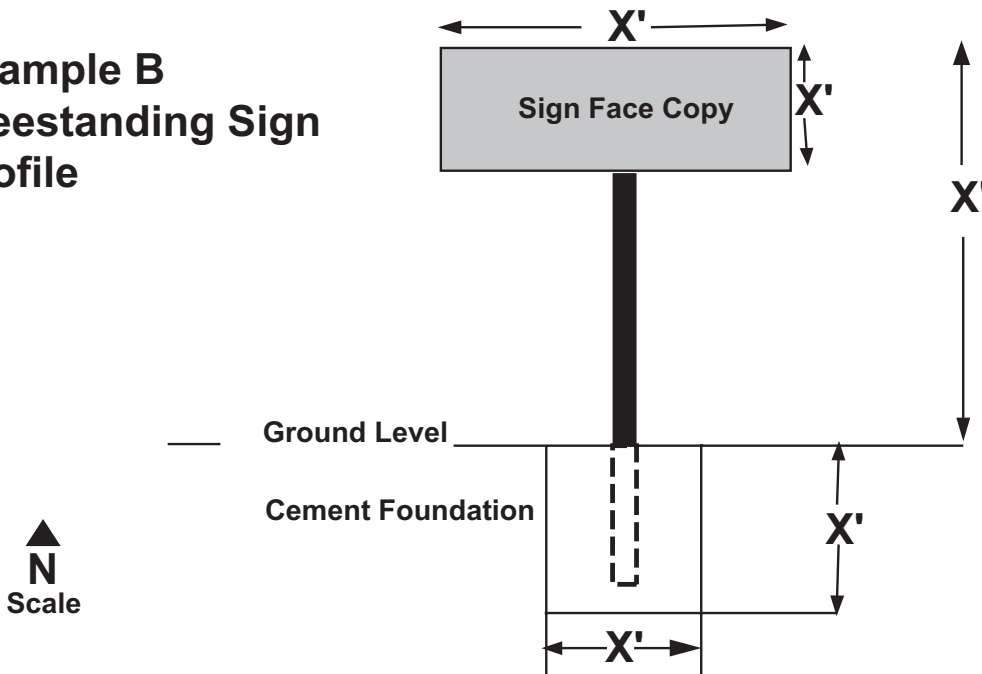
Photographs of building façades will be accepted, but **must** include a recognizable scale.

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.**

Example A Site Plan



Example B Freestanding Sign Profile



Example C Wall Sign

