

# SIGN APPLICATION

City of Tacoma

# FREESTANDING

(Building and Land Use Services 253-591-5577)

(INCOMPLETE SUBMITTALS SHALL BE RETURNED TO APPLICANT—PLEASE FILL OUT FORM CAREFULLY)

Date _____		Value \$ _____	
Sign Address _____		Zoning District _____	
Tax Parcel # _____		Legal Description _____	
Tenant/Owner _____			
Contractor _____		Contact Person _____	
Contractor's Address _____			
Contractor's Phone (_____) _____		Email Address _____	

Existing Signage (this business):			
Type of Sign:	Freestanding	Wall Mounted	Total Signs: _____
Number (circle one)	1 2 3 4 5 +	1 2 3 4 5	= Number _____
Area:	_____ sq. ft. +	_____ sq. ft.	= Area _____ sq. ft.

Site Information	Single Business <input type="checkbox"/>	Street Frontage _____ Lin. Ft.
	Multi-Business <input type="checkbox"/>	Tenant Space Frontage _____ Lin. Ft.

Erect <input type="checkbox"/>	Double -faced <input type="checkbox"/>	Pole <input type="checkbox"/>	Illuminated <input type="checkbox"/>
Demolish <input type="checkbox"/>	Single-faced <input type="checkbox"/>	Ground <input type="checkbox"/>	Non-illuminated <input type="checkbox"/>
(Billboards Only)	Multifaced <input type="checkbox"/>	Billboard <input type="checkbox"/>	Rotating <input type="checkbox"/>

Footing Size : _____ Ft. x _____ Ft. x _____ Ft..	Column Size: _____	Column Thickness _____
Sign Height : _____ Ft. _____ in.	Sign Width: _____ Ft. _____ in.	
Sign Area/Face: _____ sq. ft.	Overall Height _____ Ft. _____ in.	

New Sign Area: _____ sq. ft. + Existing Sign Area: _____ sq. ft. = Total Sign Area: _____ sq. ft.
Total Fee: _____

This permit is valid for 60 days. A barricade permit is required for work in or from all city rights-of way. **A separate application must be made for each sign (one application for wall signs is permissible provided the signs are for the same tenant and installed at the same time.)** The applicant is responsible for insuring installations are performed in accordance with and subject to restrictions set forth in the sign ordinances and the approved plans. It is further understood the applicant will call for inspection both before and during installation. For inspection, please call (253) 591-5004 or (253) 573-BLUS (2587).

Washington State Contractor's License # \_\_\_\_\_

Building Code _____	Date _____
Zoning _____	Date _____
Hist. Preservation _____	Date _____

\_\_\_\_\_  
Signature of Applicant

# **Sign Permit Application Checklist**

When a business applies for a wall sign, three signs for the business can be on one application. Freestanding signs, which are considered a structure, require a separate application for each freestanding sign.

## **Application information required:**

- Value of the sign(s)
- Site Address of sign (s)
- Contractor's name, address, phone number, and a contact person
- Existing sign(s) for the business, number of signs, size and location(s)
- Tenant frontage (using an elevation with a public entrance) occupied by the business to calculate sign area, street frontage of the site to calculate freestanding sign area
- Building mounted signs require dimensions of each proposed sign and the overall height when attached to the building
- Freestanding signs require footing dimensions, sign dimensions and overall height of the sign
- Signature and contractor's license number with State of Washington Labor and Industries

## **Submittal requirements:**

- Two sets of all plans (plans done in pencil are not accepted)
- Site plan drawn to scale showing buildings, driveways, street frontages, property lines, north arrow and setbacks when required for freestanding signs. Show location of existing freestanding signs, include the dimensional distance between the signs

## **Wall Mounted signs:**

- Building elevation(s) with sign location(s) and dimensions of proposed sign(s)
- Drawing of sign(s) showing method of fastening/anchoring into wall(s) to which attached, materials to be used in fabrication of the sign, and sign area calculations when boxing each individual letter

## **Freestanding signs:**

- Drawing of the sign showing all dimensions, including foundation dimensions, type and size of support, and materials to be used in fabrication of the sign
- Calculations supporting the amount of concrete and the type of steel to be used