
Instructions for Sign Permits

This submittal checklist identifies minimum application elements necessary for the City to accept an application.

Addresses must be assigned to projects for permits to be approved. If your site does not have an address, contact the MLT Permit Specialist (permitspecialist@mltwa.gov) ASAP to have an address assigned.

Application fees will apply. Any additional fees are due at issuance of permit.

Use the following examples for naming your application documents. Please note the difference between initial submission and subsequent submissions.

Initial Application Submittal Naming: Document Type, YYYY.MM.DD

Example: Building Plans 2024.08.30

Subsequent submittals: Submittal Number, Permit Number, Document Type, YYYY.MM.DD

Examples: 1S BLD-R24-00000 Building Plans 2024.12.17

2S BLD-R24-00000 Building Plans 2025.02.17 and so on...

The first submittal documents will not have the permit number yet. However, please upload all documents using the correct naming conventions except for the permit number.

Failure to follow required naming convention will result in delays.

A staff person will confirm against the checklist below that all items are included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to submitting your application documents.* A preapplication conference is strongly recommended if you believe items on this checklist should be waived.

Complete the any additional fields located within the online ETrakit form as well as attaching all required submissions below electronically.

Sign Permit Submittal Required Attachments:

□ CONSTRUCTION PLAN

Minimum Scale: $\frac{1}{4}'' = 1'$

File Name Example: S1 BLD-R24-00000 Construction Plan 2024.10.17

Must Include:

- Proposed uses in the building (e.g., apartments, commercial services, commercial retail, medical/health care, eating and drinking establishment, manufacturing, education, etc.)
- Total square footage, square footage of each building and of each proposed use
- Building Elevations
 - Show all views
 - Show all openings
 - Show lateral bracing systems where applicable
- Foundation Plan
 - Show all foundations and footing including sizes, locations, re-enforcing and imbedded anchorages such as anchor bolts, hold-down, and post bases
 - Call out design soil pressure, soil bearing capacity, concrete design strength, and the schedule and grade of reinforcing steel
 - Incorporate all geotechnical recommendations as set forth in the soils report
- Floor Plan
 - All floors including basements
 - All rooms and their use
 - Overall dimensions and locations of all structural elements and openings
 - Location of all walls and partitions, door sizes, and window sizes
 - Door window and hardware schedules
 - Exiting plan
 - All fire assemblies, area and occupancy separations, draft stops, fire walls, fire barriers, partitions
 - Location of permanently installed equipment: plumbing fixtures, water heaters, furnaces, appliances, etc.
- Interior Elevations
 - Show compliance with WAC 51-40 for Accessibility
 - In R-1 occupancies, designate Type A and Type B units per WAC 51-40; detail door thresholds, access, hardware, and accessory features; show accessibility compliance for counters, bathrooms and kitchens
- Framing Plans and Roof Framing Plans
 - All structural members including size, methods of attachment, location and materials
 - Beam, header, girders, columns, and post sizes
 - Roof drainage and location of roof-mounted equipment
- Building Sections and Construction Details
 - Show all materials of construction
 - Provide details and cut sheets on all fire rated assemblies and occupancy separation
 - Indicate how required structural and fire-resistive integrity will be

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maintained (fire stop systems) where penetrations will be made for electrical, mechanical, plumbing and communication conduits, pipes and similar systems

- Show all vertical dimensions
- Provide a reflective ceiling plan and detail seismic bracing
- Provide details for any special uses such as: rack storage, coolers, spray booths, and general storage
- Provide a list of any chemicals or hazardous materials expected to be used or stored in the building. Provide quantities, hazard classifications, and hazardous processes (e.g., dispensing, distillation, etc.) indicate type of storage method, and provide a Hazardous Materials Inventory Statement if called for at the pre-application conference
- Structural Calculations, including lateral analysis and beam spans
- [WA State Energy Code Compliance](#)
- Drainage report containing all technical information, calculations, and analysis necessary to review the drainage plans
- Soils Report from a Licensed Geo-Technical Engineer if geological hazard areas or steep slopes are present on areas to be altered
- Specifications including wall finishes and special inspection requirements

☐ SITE PLAN

Minimum Scale: 1" = 20'

File Name Example: S1 BLD-R24-00000 Site Plan 2024.10.17

Must Include:

- North arrow
- Bar scale
- Existing and proposed structures
- Existing and proposed public and private streets, easements, driveways, and sidewalks surrounding and within the property. Show internal roadway radii.
- Existing and proposed contours (2' maximum increments)
- Natural grade elevations at midpoint of each building wall, supplied by a licensed land surveyor
- When present, show critical areas on site, adjacent to, or within 200 feet of property (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)
- When present, show any surface waters (e.g., streams, ponds, ditches, etc.) within 200 feet of property
- Property lines with dimensions; site acreage in square feet and acres
- Building setbacks to front, rear, and side property lines; distances between buildings
- Required parking with dimensions
- Lighting and sign locations (provide details)
- Driveway information for existing and proposed driveway, including: location and width of any existing driveway and/or depressed curb elevation of curb at center line

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- of proposed driveway
- Existing sewer, water, storm drains, and other utilities
- Location and method of proposed sewer connection, water meter, roof drain connection to the existing storm drain, and the location of the foundation drain with point of disposal indicated
- Finish floor elevation of lowest floor
- Location of existing or planned fire hydrants and planned water mains, if new mains are to be installed

☐ OWNER/APPLICANT STATEMENT

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Owner/Applicant Statement 2024.10.17

Must Include:

- [Owner/Applicant Statement Form](#)
- If there is more than one owner, each owner must sign.

☐ TITLE SHEET

Minimum Scale: N/A

File Name Example: Will be included in Construction Plans

Must Include:

- Vicinity map
- Title block with name, address, phone number of applicant and owner, and property address.