



Sign Permit

Application Form



Redmond
WASHINGTON

redmond.gov/BuildingPermits

LOCATION

Site address: _____ Tax parcel number: _____

Property owner: _____

Tenant: _____

Mailing address: _____

Tenant UBI #: _____

City: _____ State: _____ Zip: _____

Redmond City Business License expires: _____

Tenants are required to obtain a City of Redmond business license prior to the issuance of a sign permit. [WA State DOR](#)

APPLICANT INFORMATION

Contact: _____ Company Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

SIGN TYPE & QUANTITY

- | | |
|-------------------------------------|------------|
| ☐ Wall | QTY: _____ |
| ☐ Blade | QTY: _____ |
| ☐ Bracket | QTY: _____ |
| ☐ Monument | QTY: _____ |
| ☐ Projecting | QTY: _____ |

SIGN INFORMATION

Dimensions: Width: _____ Height: _____

Square feet: _____ Weight: _____

Value of Construction: _____

☐ Illuminated *

☐ Non-illuminated

* Illuminated signs require an electrical permit

DESCRIPTION OF WORK & WORDING ON SIGN

CONTRACTOR INFORMATION

Company Name: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

UBI: _____ State Contractor's License: _____ Expiration: _____

BUILDING OWNER OR AUTHORIZED AGENT

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Print Name: _____ Date: _____

Signature: _____

Electronic Plan Standards

- ⇒All plans must be drawn **to scale**, and have the scale noted on each sheet.
- ⇒All documents must be uploaded as a **PDF**.
- ⇒All plans must be uploaded in **landscape** orientation (horizontal position).
- ⇒All plans must be named accordingly per the submittal requirements in **BOLD**.
- ⇒All plans must be **flattened and reduced**.

Any files that are improperly named and/or formatted incorrectly may be rejected at intake.

Paper plans, incomplete applications and applications delivered by courier will not be accepted and will result in the application being deemed incomplete.

SIGN PERMIT CHECKLIST - A SIGN REVIEW PERMIT APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING

- ☐ **Elevation Drawings** - of any existing sign and proposed sign including dimensions, copy materials, building façade and dimensions for building mounted signs. For wall signs, indicate façade width, façade height and 15% of façade on the plans. One set of photos of the building elevations are required.
- ☐ **Site Plan** - is required for a monument/freestanding sign showing any existing signs and the proposed sign. **All setbacks, rights-of-way, easements and utilities shall be identified on the site plan.** Include linear feet of property frontage, sign setback from property lines and building square footage.
- ☐ **Plan Details** - Foundation and structural details shall be included on the drawings for all monument/freestanding signs; show all structural components of the foundation and sign itself (cross section and size included.) Methods for fastening building mounted signs shall be provided; cross section shall show size, spacing, number and type of fasteners (bolts, screws, lags, etc.) Engineering may be required.

OTHER INFORMATION

Value of Construction: The applicant for a permit shall provide an estimated permit value at time of application. Building permit valuations shall include the total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing, equipment and other permanent systems, including materials and labor. (IBC 109.3 Building permit valuations.)

Expiration of Plan Review: An application for a permit for any proposed work shall be deemed to have been abandoned 365 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant one or more extensions of time for additional periods not exceeding 365 days each. The extension shall be required in writing and justifiable cause demonstrated.

Apply Online: Apply for Sign permits through Redmond's ePermitting portal, REPS: [Civic Access \(redmond.gov\)](https://redmond.gov/civicaccess)

For assistance: Call: 425-556-2473 or email: permittech@redmond.gov