

SIGN

Submittal Checklist



A sign means letters, figures, symbols, trademarks, or logos, with or without illumination, intended to identify any place, subject, person, firm, business, product, article, merchandise or point of sale. Separate sign permits are required for ground mounted and wall mounted signs.

The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

1	Building and Fire Prevention Permit Application	☐
2	Site Plan	☐
3	Construction Plans	☐
4	Structural Calculations	☐
5	Other Supporting Documents	☐

** Additional materials may be requested during the review process.*

Upload PDF copies of the documents to the City's [Permit Portal](http://portal.cityofedgewood.org) (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

1. Building and Fire Prevention Permit Application – A completed and signed [Building and Fire Prevention Application Form](#).
2. Site Plan – Please provide a site plan indicating the proposed sign location as it relates to property lines, surrounding landscaping, adjacent streets, driveways and adjacent buildings.
3. Construction Plans – Plans should include the following
 - a. *Elevations* – Elevation drawn to scale that specifies the locations and size of existing signs on the building, the location and size of new signs proposed on the building, the dimensions of the wall plane upon which the signs will be placed, and drawings or photographs which show the scale of the sign in relation to surrounding doors, windows and other architectural features.
 - b. *Detail Description* – A scaled colored rendering or drawing of the sign and its associated structure, including dimensions of all sign faces, and descriptions of materials to be used on the sign and associated trim caps, fixtures and support structure, description of the

sign face illumination and methods used to ensure that only text, graphics and logo shields are internally illuminated.

- c. *Lighting* – A drawing indicating the location and fixture type of all exterior lighting for the proposed signs. The drawing shall specify wattage and lamp type to ensure compatibility with the illumination standards in EMC [18.97.050](#).
 - d. *Structural Drawings* – A scaled drawing that includes the sign description, proposed materials, size, weight, manner of construction and method of attachment, including all hardware necessary for proper sign installation, and, if applicable, foundation design. If prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.
4. *Structural Calculations* – Structural calculations supporting the construction plan design shall detail the prescriptive path or calculations for lateral and gravity structural design. Calculations performed by a WA State licensed design professional shall bear the stamp of the design professional. This includes but not limited to any and all work performed by the engineer of record, the calculations and all plan sheets that contain structural information, such as design criteria, connection details, footing/foundations, framing, shearwalls and holdowns.
 5. *Other Supporting Documents* – Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with current adopted building codes.
 - a. *Master Sign Plan* – if the sign is subject to a master sign plan as described in EMC [18.97.270](#), a master sign plan must be included as part of a complete sign permit, unless a master sign plan for the site or building has already been approved, is current and is on file with the city.

ADDITIONAL STEPS

- ☐ Electrical work shall be applied for under a separate [Electrical Permit](#).
- ☐ Demolition of existing structure(s) shall be applied for under a separate Demolition Permit
- ☐ If full or partial demolition is to occur which would render the building uninhabitable, you must contact the [Puget Sound Clean Air Agency](#) whether there is asbestos or not. Call 1-800-552-3565 with questions or go to PSCAA website for instructions and regulations.

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
1	
2	
3	
4	
5	