



Sign Permit Application

Development Services Department

425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072

Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

PROJECT NAME:	PERMIT NO:
PROJECT ADDRESS: Unit #	PARCEL NO:

PROPERTY OWNER INFORMATION		TENANT INFORMATION	
NAME:		BUSINESS NAME:	
ADDRESS:		CONTACT:	
PHONE NUMBER:		ADDRESS:	
EMAIL ADDRESS:		PHONE NUMBER:	
		EMAIL ADDRESS:	
CONTRACTOR INFORMATION			
NAME:		PHONE NUMBER:	
BUSINESS NAME:		EMAIL ADDRESS:	
ADDRESS:		LICENSE NUMBER:	EXP DATE:
GENERAL SIGN INFORMATION			
NUMBER OF SIGNS:	Freestanding (Ground Mounted)		VALUATION:
	Building (Wall/Fence mounted)		

SITE INFORMATION				
ZONING:		IS THIS A MULTI-TENANT PROPERTY? ☐ Yes ☐ No	NUMBER OF TENANTS ON PROPERTY:	
LINEAR STREET FRONTAGE OF PROPERTY:		BUILDING/TENANT FAÇADE WITH SIGN DIMENSIONS:		
		Length:	Height:	Total Area:
		1		
		2		
		3		

I certify under penalty of perjury that I am the owner or authorized agent of the above property and the information furnished by me is true and correct to the best of my knowledge. I certify that all applicable federal, state, county, and City of Woodinville requirements for the work authorized by this permit shall be met. I grant permission for City staff to enter areas covered by this permit application for the sole purpose of inspecting work completed under this permit application and enforcing provisions related to the issuance or approval of the permit.

Owner / Owner's Agent

Date

SIGN TABLE

Please fill out the use table completely for each permit. If more than three permits are applied for, submit additional sheets. Incomplete or incorrect information may be returned to the applicant for additional information. See Chapter 21.44 WMC for sign regulations.

INFORMATION	SIGN 1	SIGN 2	SIGN 3
GENERAL			
TYPE OF SIGN	☐ Freestanding ☐ Building ☐ Shingle/Awning ☐ Changeable Message Sign ☐ Window ☐ Other: _____	☐ Freestanding ☐ Building ☐ Shingle/Awning ☐ Changeable Message Sign ☐ Window ☐ Other: _____	☐ Freestanding ☐ Building ☐ Shingle/Awning ☐ Changeable Message Sign ☐ Window ☐ Other: _____
MAXIMUM HEIGHT OF FREESTANDING SIGNS (feet)			
SIGN DIMENSIONS			
BUILDING SIGN FACE (length X height)			
TYPE OF ILLUMINATION	☐ Backlit or internal lighting ☐ Indirect or external lighting ☐ Digital display ☐ None	☐ Backlit or internal lighting ☐ Indirect or external lighting ☐ Digital display ☐ None	☐ Backlit or internal lighting ☐ Indirect or external lighting ☐ Digital display ☐ None
MATERIALS			
SIGN FRAME			
SIGN FACE			
SIGN MOUNTING			
COLORS (Must state Pantone Color System equivalent)			
BACKGROUND COLOR			
LETTERS/LOGO COLOR			
FRAME COLOR			
BUILDING SIGNS ONLY			
TOTAL WEIGHT OF SIGN			
SIGN ATTACHMENT DETAILS PROVIDED ON PLANS	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
HEIGHT ABOVE WALKWAY (measured in feet from the bottom of sign)			
PROTRUSION FROM BUILDING (inches)			
FREESTANDING SIGNS ONLY			
SETBACK FROM STREET PROPERTY LINES			
SIGN LANDSCAPING (Signs 6 sq. ft and larger)			

SUBMITTAL CHECKLIST

As part of the application submittal, include all required documents. For questions about if a document is required for a specific project, please reach out to the Development Services Department. Incorrect or missing documents will result in an incomplete application.

Submittal Requirements	Sign Permit – Building	Sign Permit - Freestanding	Required (CITY USE ONLY)	Submitted
General				
Application Form	☐	☐		
Owner Authorization Form	☐	☐		
Submittal Fees (due once invoice is received, but prior to permit being reviewed)	☐	☐		
Building Plans				
Building/Construction Plans	☐	☐		
Structural/Lateral Calculations (may be needed)	☐			
Site/Civil Plans				
Site Plans (include property lines)		☐		
Landscaping and Irrigation Plans		☐		