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### CHECKLIST for A Sign Permit – SMC [18.58.060](#)

**\*\*\* It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the Department of Community and Economic Development. \*\*\***

A sign permit for each sign must be obtained from the Department of Community Development prior to the placing, erecting, moving, reconstructing, altering or displaying of any exterior signs, excluding change of face or copy on existing signs, unless exempted by SMC [18.58.060](#). A building permit and/or electrical permit may also be required. It is recommended to check with the Department of Labor and Industries to see if an electrical permit is needed.

Application for Permits. Applications are available on our permitting portal.

- ☐ 1. Name of business, City business license number, and address of sign location;
- ☐ 2. Name, signature, and title of applicant;
- ☐ 3. Name, signature, and address of property owner; and/or
- ☐ 4. Name, signature, and address of property owner's legal agent;
- ☐ 5. Name(s) and address(es) of contractor(s), Washington contractor's registration number, and City business license number;
- ☐ 6. Description of the work to be performed, including type, size, and construction of sign;
- ☐ 7. Description of type, size, and location of other existing signs, including reference to any approved master sign program;
- ☐ 8. Attachments, including scaled and dimensioned site plan and building elevations showing size, Sign Elevation and Section, Sign specifications, height, location, copy, construction, and materials of the sign;
- ☐ 9. Construction details including attachment, anchoring, and footing details, wind load calculations, ULI number, point of electrical connection and/or location of associated electrical fixtures and structural engineer's wet stamp, if required.
- ☐ 10. Drawing of how sign is to be installed.

**\*\*\*The City of Sequim Department of Community and Economic Development may require additional information necessary for decision making purposes. \*\*\***