



COMMUNITY DEVELOPMENT
1309 Myrtle Avenue
360-825-3593, FAX 360-825-7232

ALL ABOUT SIGN PERMITS

PLEASE DO NOT CONSTRUCT OR INSTALL YOUR SIGN BEFORE RECEIVING FULL APPROVAL FROM THE CITY. DESIGN REVIEW APPROVAL AND A BUILDING PERMIT WILL LIKELY BE REQUIRED.

Exempt signs. Certain small signs specified within Enumclaw Municipal Code (EMC) section 19.10.040 (Applicability and Exemptions) are exempt from the Design Review process but may, depending upon size, require a building permit.

Non-exempt Permanent Signs. These signs must be reviewed and approved by the Design Review Board (see “Design Review Process” below), and in most cases also require a Building Permit.

Non-exempt Temporary signs. “Temporary signs” include all manner of non-permanent signs plus banners, pennants, large balloons, etc. Most temporary signs do not require Design Review Board approval but do have time limits attached. They require submittal of a Temporary Sign Permit application and administrative approval by the Community Development Director. These signs may also require a building permit. Temporary sign requirements are detailed in EMC section 19.10.140 (Temporary Signs).

How to Apply for a Sign Permit:

Permanent Signs requiring Design Review and/or Building Permit (most signs). Application form - “Sign Permit Application”. The fee for Design Review of signs is \$80; the fee for full Design Review (site plans, building elevations, signs, etc.) is \$240. The Building Permit fee is additional to the Design Review fee. Applications are reviewed and evaluated for compliance with the City’s Sign Regulations (EMC 19.10) by Community Development Staff before being presented to the Design Review Board (DRB). A staff member may contact the applicant prior to the Design Review Board meeting to request more information or to suggest potential changes. Once through the Design Review process, applications will be sent to the Building Department for Building Permit review and permit issuance, as necessary.

Temporary Signs. Application form - “Temporary Sign Application”. There is no fee required. Certain temporary signs (as specified by EMC 19.10.140) may require Design Review and/or a Building Permit.

The Design Review Process: The Design Review Board meets at 6:00 PM on the 1st and 3rd Thursday of each month. Completed sign permit applications must be submitted to the Community Development Department a minimum of two weeks in advance of a Design Review Board meeting in order to be considered for placement on the next meeting’s agenda. The Design Review Board may approve the sign proposal as submitted, approve the proposal with conditions, or deny the proposal (therefore requiring the applicant to redesign the project and resubmit it to the Board in order to address DRB concerns). Signs approved by the DRB will be forwarded to the Building Official for structural review and permit issuance.

Current copies of the following applications and materials may or may not be attached to this handout. Please be aware that the online version of the Municipal Code may not yet have been updated to reflect the most recent changes. We urge you to contact the Community Development Office (1309 Myrtle Avenue, 360-825-3593) to make sure you have the most up-to-date information.

Sign Permit Application	www.cityofenumclaw.net/acrobat/Pubworks/SignPermit.pdf
Temporary Sign Application	www.cityofenumclaw.net/acrobat/Pubworks/TempSign.pdf
Enumclaw Municipal Code Chapter 19.10 (Sign Code)	www.cityofenumclaw.net/MunicipalCode.htm



SIGN PERMIT REQUIREMENTS

Community Development Planning & Building Divisions

APPLICATION FOR SIGNS PERMITS SHALL CONTAIN THE FOLLOWING INFORMATION:

1. Name of business; site address where work is to be performed; and Assessor's Parcel No.
2. Cost of project valuation
3. A description of work to be performed and type of sign.
4. Name and title of the person completing the application (contact person).
5. Name, address and telephone number of the property owner.
6. Name, address and telephone number of the person or firm doing the work (contractor).
7. Washington contractor's registration number.
8. Design Requirements
 - A. Basic Wind Speed: 90 M.P.H. with 3 –second gust
 - B. Exposure Category: Exposure B
 - C. Seismic Design Category: D-2 Soil 1500 IBC Section 1802.2.7
 - D. Ground Snow Loads: 30 pounds
 - E. Assigned Frost Depth: 18" below finished grade
9. Elevations showing existing and proposed sign including dimensions, copy materials, building facade and dimensions for building-mounted sign and other information to illustrate the proposal. Two copies are required.
10. A site plan is required for all signs showing existing and proposed sign with setbacks and other pertinent dimensions. Two copies are required (8 1/2 x 11 or 11 x 17). For freestanding sign, provide information that shows the relationship of the sign to setback, right-of-way and easement lines. If utilities lie within these easements, they should also be identified.
11. Foundation and structural details for freestanding signs and methods for fastening building mounted signs. Include the following:
 - A. Sign dimensions
 - B. Sign weight
 - C. Sign materials and material grades
 - D. Sign partial cross section showing attachment to building, ground and structural members (studs, beam, post, wall) and type of fastening method (bolts, screws, lags, nails, welds)
 - E. Show size, spacing and number of fasteners
 - F. Show all structural components of the sign itself (size included)
 - G. Engineering is required for all freestanding signs over six feet in height and all signs over public property (awnings, projecting signs, etc)
12. Indicate if sign is to be lighted. If yes, indicate electrical load with name of electrical contractor responsible for installation of service feed wires if other than sign contractor. A separate electrical permit is required which may be obtained through the Department of Labor and Industries, 206-835-1111.
13. Indicate proposed sign colors by providing color board and/or paint chips.
14. Completed sign permit application must be signed. Design Review Fee for signs is \$80.00, unless signs are reviewed as part of a full DRB project.
15. Additional information may be required if determined necessary for adequate review of proposed signage.
16. Once the sign is approved by Design Review Board it goes to the Building Division for a building permit and the building permit fee (if a permit required).

For further information, please contact office at (360) 825-3593.



CITY OF ENUMCLAW SIGN APPLICATION & PERMIT FORM
BUILDING DEPARTMENT at 1309 Myrtle Ave
PHONE: 360-825-3593, FAX: 360-825-7232

PERMIT NO: _____

DATE SUBMITTED:		1.BUSINESS NAME:		TRACKING NO:	
1.SITE ADDRESS (specific):					
1.ASSESSOR'S PARCEL NO (required):			2.THE TOTAL COST OF PROJECT VALUATION:\$		
LEGAL DESCRIPTION: It shall be attached to the application or be printed on the cover sheet of the submitted plans.					
3.DESCRPTION OF WORK (Be specific):					
4.CONTACT PERSON:		PHONE:	FAX:	CELL:	
5.OWNER:		HOME PHONE:	WORK PHONE:		
ADDRESS:			CITY/ST/ZIP:		
6.CONTRACTOR:		PHONE:	CELL:		
ADDRESS:			CITY/ST/ZIP:		
7.STATE CONTRACTOR'S REGISTRATION NO :					
ENGINEER:		PHONE:	FAX:		
ADDRESS			CITY/ST/ZIP:		
ARCHITECT:		PHONE:	FAX:		
ADDRESS:			CITY/ST/ZIP:		
9.NUMBER OF SIGNS _____(NEW) _____(EXISTING)					
9.DIMENSIONS OF SIGNS _____(NEW) _____(EXISTING)					
9.SQUARE FOOTAGE OF BUILDING FAÇADE TO WHICH SIGN WILL BE ATTACHED _____					
12.WILL SIGN BE ILLUMINATED? YES or NO (Circle One) If yes provide HOW					
WILL ANY OR ALL OF THE EXISTING SIGNS BE RETAINED? _____					
ZONING AREA: _____					

PLEASE READ BEFORE SIGNING

I hereby certify that I have read and examined this application and know the same to be true and correct. It is the responsibility of the permittee or the person doing the work to notify the Building Division for inspections at least twenty-four (24) hours in advance, and insure that the required inspections are made. This permit will expire if work authorized by this permit is not commenced within 180 days of the date of the permit issuance, or if the work is suspended or abandoned at any time after the work is commenced for a period of 180 days. This permit may be revoked if the work is not in conformance with all laws, rules and regulations of the City of Enumclaw. The duty to insure code conformance rests with the builder, developer or the homeowner, not the City of Enumclaw. The approval of the construction plans and inspections does not guarantee that all the provisions of the applicable codes have been met. All plans submitted to the City become public record and are available for public inspection and copying. All contractors performing work authorized by this permit shall be licensed and registered as required by state law. I herein agree to reimburse the City for the cost of professional engineers and other consultants hired by the City to review and inspect this proposal and any other related permits.

I hereby request that the Building Division review be done parallel with other city department reviews. I understand that review by other departments and/ or changes resulting from these reviews may result in increased or additional charges or fees.

14. Owner or Owner's Agent Signature: _____ Date: _____

FOR OFFICE USE ONLY

14.Design Review Fee	\$80.00	Building Plan Check Fee	
Rec/Date		Building Permit Fee	
Date approved by DRB below		State Surcharge (4.50)	4.50
		Total Permit Fees	
		PW Receipt/Date	Less Prepayment
Miscellaneous Plan Check Fee			
Miscellaneous Permit Fee		16. PW Receipt/Date	Balance

BUILDING DIVISION APPROVAL: _____ Date: _____

FOOTINGS before pour (If freestanding or pole):	PASSED [] FAILED []	DATE: _____	BY: _____
INSPECTION AFTER POUR:	PASSED [] FAILED []	DATE: _____	BY: _____
ELECTRICAL SIGN OFF if illuminated:		DATE: _____	BY: _____
FASTENING TO BUILDING:	PASSED [] FAILED []	DATE: _____	BY: _____
LANDSCAPING APPROVED (if required)		DATE: _____	BY: _____
FINAL INSPECTION:	PASSED [] FAILED []	DATE: _____	BY: _____

IT IS THE RESPONSIBILITY OF THE PERMITTEE OR THE APPLICANT/AGENT TO MAKE SURE ALL INSPECTIONS ARE CALLED FOR AND TO MAKE SURE THE CITY INSPECTOR HAS APPROVED ALL PERMITTED ITEMS. FAILURE TO DO SO IN A REASONABLE PERIOD OF TIME WILL DEEM THIS PERMIT VOID. THIS PERMIT SHALL BECOME NULL AND VOID 180 DAYS AFTER ISSUANCE IF WORK HAS NOT BEGUN AND INSPECTIONS HAVE NOT BEEN CALLED FOR AND APPROVED THE INSTALLATIONS SECTION 107. IMC.