

Sign Permit Submittal Checklist

Planning & Community Development
17500 Midvale Ave N
Shoreline, WA 98133
206-801-2500
pcd@shorelinewa.gov



Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review the City's [Sign Standards handout](#), review Shoreline Municipal Code (SMC) [20.50 Subchapter 8](#) to learn more about the City's sign regulations. If you have questions about the City's code or submittal requirements, please email pcd@shorelinewa.gov to connect with a **planner** who can walk you through the requirements.

To access this
checklist online
visit shorelinewa.gov/checklists



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

Applications for this type of permit must be submitted electronically. Please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch-tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Required Documents

- [Permit Application and Critical Area Worksheet](#)
- Submittal Fee
 - Please reference the [City's fee schedule](#) for current application fees.
- Construction Drawings
 - Structural framing members with connection details (include columns, beams, cross-pieces, bracing and face of sign).
 - Dimensions and a scale.
 - Cable sizes and attachments, including anchorage, tensions and angles.
 - Foundation system details, including footing sizes, depths and reinforcing.
 - Any connections to existing buildings or other structures such as fasteners, location, and quantity. Specify the material the sign will attach to (brick, concrete, wood, etc.)
 - If illumination is proposed, a night rendering.

Open M, T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.

- Elevation Drawings
 - Elevations must show each building façade which will have a sign. Please include dimensions, wall lengths, heights, and tenant lease lines.
 - If proposing window signs, show window area calculations.
 - Provide a sign detail showing all lettering and symbols with dimensions and sign area calculations.
 - For freestanding signs, such as monument or pylon signs, include the below grade footing and height from grade.
- Site Plan(s)
 - Please review the City's [Site Plan handout](#).
 - Site plans for Sign Permits do not need to meet all requirements, but must show property lines, existing and proposed buildings, proposed sign locations, scale bar and north arrow, easements, and access roads.

Additional Documents (Possibly Required)

- Structural Calculations / Details
 - If not included with your drawings, include engineering calculations demonstrating that the sign and its foundation system (or the building/other structure supporting the sign) have been designed to withstand gravity, wind and earthquake loads per the current International Building Code.
- Other documents as required:
 - _____
 - _____