



DEPARTMENT OF COMMUNITY DEVELOPMENT

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SCAN ME

SUPPLEMENTAL APPLICATION SIGN PERMIT

MLA # _____	PROJECT/APPLICANT NAME: _____
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Purpose

The purpose of the sign permit process is to ensure consistency with the applicable sections of the JCC Title 18.30.150 and the International Building Code. Sign regulations may be found in the Jefferson County Code Section 18.30.150. It is available on the County website www.co.jefferson.wa.us. Permits are not required for temporary signs, must be removed within 10 days of event.

Process

1. Submit an application for a new sign showing how you meet both building and land use the criteria.
2. Receive approved permit and install sign.

Required Submittal Items

Signs exempt from land use and building permits, see 18.30.150(4). To verify which signs are prohibited: 18.30.150(5).

	Permit Application
	Supplemental Application—Sign Permit
	Site Plan: See Site Plan Checklist, show all existing and proposed signs
	Two copies of the sign design plan
	Two copies of the building plans for sign construction and installation, see requirements 2 nd page
	Permit Fees, paid at application submittal
	Stormwater Calculation Sheet (if there is land disturbing activity – ground mount)
	Current septic Operations & Maintenance if sign is ground mount

Supplemental Information

Types of Signs: Wall (flat against building); Projecting (at least 12 inches from building); Freestanding (includes Monument, i.e. base on ground); Portable (sandwich board); Canopy (awning), Banner (over roadway), other.

Existing signs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list type, dimensions, square footage of sign area, location below.			
Type: _____	Dimensions: _____	Sign Area (Sq. Ft.): _____	Location: _____
Type: _____	Dimensions: _____	Sign Area (Sq. Ft.): _____	Location: _____
List Proposed Signs:			
Type _____	Dimensions: _____	Sign Area (Sq. Ft.): _____	Location: _____
Type _____	Dimensions: _____	Sign Area (Sq. Ft.): _____	Location: _____
Will any sign:			
• Be illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, total lighting, external or internal = _____ square feet			
Please note, blinking signs are not allowed, see JCC18.30.150 for details.			
• Be neon lighting or “neon type” (including “OPEN” signs)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, total “neon” = _____ square feet			

Sign Design Plan

Provide one copy of the sign design plan, drawn to scale and dimensioned accurately, indicating proposed signs and showing the following:

- | | |
|---|--|
| <input type="checkbox"/> Materials used | <input type="checkbox"/> Building and sign elevations |
| <input type="checkbox"/> Colors | <input type="checkbox"/> Weight of sign(s) |
| <input type="checkbox"/> Location of sign on building or property | <input type="checkbox"/> Type of lighting and lumens (if applicable) |
| <input type="checkbox"/> Sign dimensions | <input type="checkbox"/> Mounting / anchoring system |

Sign-Specific Design Plan Requirements

All plans must include the following additional information according to their specific project:

Pole or Monument

- Plot plan showing exact location in relation to the right-of-way, driveway(s), and existing public utilities
- Foundation plan
- Manufacturer's specifications
- Foundation designed by Washington State Licensed Engineer if over 8 feet tall

Wall Mounted

- Manufacturer's specifications (if any)

Sign Information

- Manufacturer's specifications (if any)
- Permanent sign

Hanging

- Height above sidewalk
- Distance from curb

Sign Construction Plan

Provide 2 copies of the sign construction plans, drawn to scale. Minimum plan size must be 11x17. Font size must be at least 1/8 inch tall for legibility. The Building Official may require the filing of additional plans or other pertinent information when, in their opinion, such information is necessary to ensure compliance with this Code.

- | | |
|--|--|
| <input type="checkbox"/> Show footing for monument and pole signs. Identify attachment details and spacing for connection to structure for wall signs. | <input type="checkbox"/> Elevation showing text to be used on sign, dimensions of sign, square footage of sign, ground clearance, total height (in feet), height from nearby grade level to the top of the sign and clearance from overhead power lines. For wall signs, the elevation drawing must also provide the building height and length as required elevations submittal |
| <input type="checkbox"/> Building wall material (i.e. brick, wood, etc.). | |
| <input type="checkbox"/> Method of attachment including hardware quantity, size, material and type (i.e. six 3/4" x 4" galvanized steel bolts). | |
| <input type="checkbox"/> Projecting and monument signs: engineered calculations for wind load may be required. | |

Please note: All signs, together with all of their supports, braces, guys, and anchors shall be kept in repair and in proper state of preservation. The surfaces of all signs shall be kept neatly painted or posted at all times. The ground area shall be neat and orderly. All confiscated signs become the property of Jefferson County.

The applicant hereby certifies that the statements contained in this application are true and provide an accurate representation of the proposed amendment; and the applicant(s) hereby acknowledges that any approval issued on this application may be revoked if any such statement is found to be false.

APPLICANT'S SIGNATURE

DATE

OFFICE USE ONLY

Sign Permit Fees

Building Base	
Plan Check	
Land Use Review	\$306.00
Environmental Health – Septic (signs installed in ground)	\$148.00
Scan Fee	\$25.50
Subtotal	
Technology Fee – 5% of Subtotal	

Total Fees*

*Additional fees may apply.

Receipt #: _____ Date: _____ Cash/Check/CC: _____