



Sign Permit Application

Illuminated* Non-Illuminated



SIGN INFORMATION

Sign Dimensions: Width: _____ Height: _____
Square feet: _____ Sign weight: _____
Value of Construction: \$ _____

Office Use Only	
DATE:	_____
SIGN:	_____
ACCEPTED BY:	_____

SITE LOCATION

Site address: _____
Tax parcel number: _____
Project name/Tenant: _____
Tenant City Business License #: _____
Property owner: _____
Mailing address: _____
City: _____ State: _____ Zip: _____
Phone: _____

APPLICANT INFORMATION

Contact Person: _____
Company Name: _____
Mailing Address: _____
City: _____
State: _____ Zip: _____
Phone: _____ Fax: _____
E-mail: _____

WORDING OF SIGN

SIGN TYPE & QUANTITY

- Wall - QTY: _____
- Blade - QTY: _____
- Bracket - QTY: _____
- Monument - QTY: _____
- Projecting - QTY: _____

BILLING CONTACT (SAME AS)

Applicant Owner Tenant Design Professional Contractor Other (Name) _____
Mailing Address: _____
Phone: _____ Email: _____

DETAILED DESCRIPTION OF WORK

CONTRACTOR INFORMATION

Company name: _____
Mailing address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
State contractor's license #: _____
Expiration date: _____
City of Redmond business license #: RED _____
E-mail: _____

BUILDING OWNER OR AUTHORIZED AGENT

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Print Name: _____
Signature: _____

*Illuminated sign permits require a separate Electrical permit.

Electronic Plan Standards

File Naming Standards:

Bolded items noted in Section II indicate the naming convention in which the particular submittal must be named. For example, the Site Plan must be named **Site Plan**.

Plan Sheet Standards:

All plans must be drawn to scale, and have scale noted on each sheet.

Acceptable File Types

Plans, calculations, reports and supporting documents must be uploaded as a PDF.

Plan Orientation: All plans must be uploaded in "Landscape" format in the horizontal position.

SIGN PERMIT CHECKLIST A SIGN REVIEW PERMIT APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING

- Elevation Drawings** - of any existing sign and proposed sign including dimensions, copy materials, building façade and dimensions for building mounted signs. For wall signs, indicate façade width, façade height and 15% of façade on the plans. One set of photos of the building elevations are required.
- Site Plan** - is required for a monument/freestanding sign showing any existing signs and the proposed sign. **All setbacks, right-of-way, easements and utilities shall be identified on the site plan.** Include linear feet of property frontage, sign setback from property lines and building square footage.
- Plan Details** - Foundation and structural details shall be included on the drawings for all monument/freestanding signs; show all structural components of the foundation and sign itself (cross section and size included.) Methods for fastening building mounted signs shall be provided; cross section shall show size, spacing, number and type of fasteners (bolts, screws, lags, etc.) Engineering may be required.

For further information please contact the Development Services Center at 425-556-2473 or permittech@redmond.gov.

OTHER INFORMATION

Value of Construction: The applicant for a permit shall provide an estimated permit value at time of application. Building permit valuations shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing, equipment and other permanent systems, including materials and labor. (IBC 109.3 Building permit valuations.)

Expiration of Plan Review: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be required in writing and justifiable cause demonstrated. (IBC 105.3.2 Time limitation of application.)