



ALL ABOUT SIGN PERMITS

COMMUNITY DEVELOPMENT DEPARTMENT
1309 MYRTLE AVENUE, ENUMCLAW, WASHINGTON 98022
(360) 825-3593 - FAX (360) 825-7232

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 \$100; the fee for full Design Review (site plans, building elevations, signs, etc.) is \$500. 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.