



SIGN DRB AND BUILDING PERMIT APPLICATION FORM

For City Use

All Businesses and contractors working within City of Enumclaw will need a business license <http://business.wa.gov/BLS> or 1.800.451.7985

Inspections are offered Tuesday and Thursday. Call the day prior by 3:00 pm. 360.615.5678
Inspections offered Wed. & Fri. by appointment availability. Call the day prior by 3:00 pm. 360.825.3593

BUSINESS NAME			
DESCRIPTION OF WORK, TYPE OF SIGN			TOTAL COST OF PROJECT VALUATION
SITE ADDRESS			PARCEL NO. REQUIRED
APPLICANT/AUTHORIZED AGENT (person/company taking out permit)		EMAIL	PHONE
			CELL
ADDRESS		CITY, ST, ZIP	
CONTRACTOR NAME		PHONE	EMAIL
ADDRESS		CITY, ST, ZIP	
CONTRACTOR'S REG NO	EXPIRATION DATE	ENUMCLAW BUSINESS LICENSE	
CONTACT PERSON FOR PERMIT & EMAIL (if different than above)		PHONE	CELL
ADDRESS		CITY, ST, ZIP	
PROPERTY OWNER & EMAIL		PHONE	CELL
ADDRESS		CITY, ST, ZIP	
ENGINEER & EMAIL		PHONE	CELL
ADDRESS		CITY, ST, ZIP	

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

Foundation and structural details for freestanding signs and methods for fastening building mounted signs.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Number of Signs (New) _____ (Existing) _____ <input type="checkbox"/> Sign dimensions (New) _____ (Existing) _____ <input type="checkbox"/> Sign weight (New) _____ <input type="checkbox"/> Will Sign be illuminated (Yes) or (No) If yes provide how. <input type="checkbox"/> Zoning Area _____ <input type="checkbox"/> Square Footage of Building Façade to which sign will be attached _____ <input type="checkbox"/> Will any or all of the existing signs be retained? _____ <input type="checkbox"/> Sign materials and material grades included <input type="checkbox"/> Two copies are required (8 ½ x 11 or 11 x 17) | <ul style="list-style-type: none"> <input type="checkbox"/> 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) <input type="checkbox"/> Show size, spacing and number of fasteners <input type="checkbox"/> What are Sign colors _____ <input type="checkbox"/> Show all structural components of the sign itself (size included) <input type="checkbox"/> Engineering is required for all freestanding signs over six feet in height and all signs over public property (awnings, projecting signs, etc) <input type="checkbox"/> DRB meeting are held the 1st & 3rd Thursdays of each month. Applications are due 2 weeks prior. |
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TURN OVER TO COMPLETE APPLICATION

SIGN PERMIT REQUIREMENTS

1. Design Requirements
 - A. Basic Wind Speed: 115 M.P.H. with 3 –second gust
 - B. Exposure Category: Exposure C
 - C. Seismic Design Category: D Soil 1500 IBC Section 1802.2.7
 - D. Ground Snow Loads: 30 pounds
 - E. Assigned Frost Depth: 18” below finished grade
2. 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.
3. 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 are located within these easements, they should also be identified.
4. 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)
5. 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.
6. Indicate proposed sign colors by providing color board and/or paint chips or on sign graphic.
7. Completed sign permit application must be signed. The Design Review Fee for signs is \$100.00, unless signs are reviewed as part of a full DRB project.
8. Additional information may be required if determined necessary for adequate review of proposed signage.
9. 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).

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. **IBC 105.5 Expiration:** *Every permit issued shall become invalid unless the work on site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.* 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 documents 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.

Owner or Owner's Agent Signature: _____

Please Print Your Name _____ **Date:** _____

RECEIPT INFORMATION HERE