



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 (360) 754-4180 (360) 754-4126 (FAX)
 Email: cdd@ci.tumwater.wa.us

**SIGN PERMIT
 Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

In order to install a sign, a submittal for a Sign Permit shall consist of all items on this checklist unless waived by Staff.

A. APPLICATION AND REQUIRED COPIES	N/A	Provided	Staff
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1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.

2. Two copies of all drawings.

B. SITE PLAN	N/A	Provided	Staff
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1. The site plan(s) shall be fully dimensioned showing the proposed sign location, property lines, street frontages, building layout, easements, and building setback lines.

2. Draw plan to scale of 1" = 10' or larger.

3. List complete parcel number(s).

4. Show:
 - a. Date, north arrow and scale.

 - b. Zoning designation.

C. FOR FREE STANDING PYLON SIGNS	N/A	Provided	Staff
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1. Provide:
 - a. Stamped, signed engineering calculations.

 - b. Footing/foundation drawings.

 - c. Detail of the connection of the pylon to the foundation.

 - d. Elevation drawings with dimensions of all faces of the sign.

 - e. Height of top of sign from ground level.

D. FOR MONUMENT SIGNS	N/A	Provided	Staff
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1. Provide:
 - a. Footing/foundation drawings.

 - b. Elevation drawings with dimensions of all faces of the sign.

 - c. Height of top of sign from ground level.

Sign Conditional Exemption Submittal Checklist

E. FOR WALL MOUNTED SIGNS	N/A	Provided	Staff
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1. Provide:

- a. Drawing of the entire wall of the building the sign is mounted on with the sign superimposed on the wall, dimensioned.
- b. Detail of the wall construction where the sign is to be mounted.
- c. Elevation drawings with dimensions of all faces of the sign.
- d. Detail of the mounting system/hardware used to connect the sign to the wall.
- e. If the proposed sign is to be mounted on a building, provide the total square footage of the “public façade” of the building (height of main roofline x width). “Public façade” means any side of a commercial building having a doorway open for regular ingress/egress by customers. For multiple tenant facilities having individual entrances for different businesses, the “public façade” of a particular business shall mean that portion of the total public façade upon which the business has frontage.
- f. If the sign will project into the existing right-of-way or over a walking surface, provide detail of projection and height of bottom of sign from walking surface.

F. ADDITIONAL INFORMATION	N/A	Provided	Staff
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1. Provide inventory of all signs on site by type and size.
2. If sign is to be illuminated, show method of illumination.

G. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
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1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A through F above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date