



SIGN

PERMIT CHECKLIST

PUBLIC WORKS BUILDING DIVISION
206-973-4750

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:

- Completed Permit Application
- Receipt of Permit Fee
- Verification of State Contractors State License
- City of SeaTac Business License.

Site Plan (3 copies)

- Scale Plans to Most Appropriate Engineering Scale, 1" = 10' Or 1" = 20'.
- Property Lines, Buildings, Adjacent Streets.
- Location of all Structures on Property.
- Location, Type, Size, and Height of **All** Existing Signs on Property.
- Location of Proposed Sign Including Distance From Property Lines.

Wall Mounted Signs (3 copies)

- Cut Section Showing Mounting Details
- Weight of Sign
- Type of Materials, (size, grade, species, etc.)
- Square Footage of Building Façade (Height x Width).
- Dimensions of Signs
- Colored renderings** of Sign Elevations

Pole Mounted and Monument Signs (3 copies)

- Dimensions of Signs
- Depth and Width of Footing
- Type of Ground Surface (Concrete, Asphalt, etc)
- Construction Materials (size, grade, species, etc.)
- Cut Section Detail of Signs and Connections
- Colored renderings** of Sign Elevations

Electronic Reader board Signage (3 copies)

- Dimensions of Signs
- Dimensions of Changing Image of Signs
- Color Elevation
- Certification from Lighting Manufacturer that the Sign Meets the City's Standards for Brightness
- A Copy of the Operating Manuel
- Sign Brightness in "NITS", (Day and Evening) (Candelas/Square Meter)
- Dimensions of Signs
- Depth and Width of Footing
- Type of Ground Surface (Concrete, Asphalt, etc)
- Construction Materials (size, grade, species, etc.)
- Cut Section Detail of Signs Showing Mounting Connections

Important Notices:

A Separate Electrical Permit Is Required For All Illuminated Sign Installations Where the Branch Wiring is not Existing.

Provide Square Footage of all Existing Signage, Square Footage of all New Signage for all applications.

If the signage is located 5' or less from the property line, (right-of-way), a survey of the property line is required to be submitted with the permit application.

If the signage is located more than 5' from the property line, (right-of-way), the contractor will be required to run a string line from corner property markers to facilitate the inspector with measuring the setback.