



Development Services Division
1055 S. Grady Way
Renton, WA 98057
(425) 430-7200
www.rentonwa.gov

SIGN PERMIT APPLICATION PERMANENT

This application must be filled out completely in order to be submitted for review. We will not accept incomplete applications. Sign applications for permanent signage are good for one (1) year from the submittal date. Once issued, a Permanent Sign Permit is good for one (1) year from the issue date. A one-time extension of one (1) year can be requested at a cost of half the permit fee. Please see the [Sign Regulations](#) for more information. Please follow our [Electronic File Standards](#) for information on the electronic submittal requirement. This application must be a .pdf and be included in your electronic files submittal.

FOR OFFICE USE ONLY:

PERMIT NUMBER: _____ LAND USE NUMBER: _____ CODE CASE NUMBER: _____

1. LOCATION INFORMATION

JOB ADDRESS: _____ TENANT NAME: _____

VALUE OF WORK: *(Fair market value for time + materials)* \$ _____ BOEING JOB #*(If applicable)*: _____

2. OWNER INFORMATION

PROPERTY OWNER NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

3. CONTACT INFORMATION

CONTACT NAME: _____ PHONE: _____

EMAIL: _____ FAX: _____

4. CONTRACTOR INFORMATION

I AM DOING THE WORK AS THE BUILDING EOWNER. If yes, please fill out the [Owner Affidavit](#) and include it with this form.
If you are not the owner, you must include written permission from the owner with this application.

I AM HIRING A LICENSED CONTRACTOR. Fill out the portion below:

NAME: _____ PHONE: _____

STATE OF WASHINGTON CONTRACTOR'S LICENSE: _____

CITY OF RENTON BUSINESS LICENSE: _____

I certify that the information on this application furnished by me is true and correct and that the applicable requirements of the City of Renton will be met. Certification is hereby rendered that no work is to be done except as described, and that all work shall conform to applicable codes. Work in public rights-of-way and/or utility easements are not authorized under this application. Fees to be paid at permit intake.

APPLICANT SIGNATURE: _____ DATE: _____

APPLICANT NAME PRINTED: _____

<u>TYPE OF SIGN</u>	<u># OF SIGNS</u>	<u>Illuminated?***</u> Y/N	<u>SQUARE FOOTAGE FOR EACH SIGN:</u> List the square footage of <u>each</u> sign below	<u>PERMIT FEE*</u>
Wall				\$250 PER TENANT (For any number of Signs)
Projecting				
Awning /Canopy***				
Marquee				
Roof				
Monument				\$250 per sign
Pole				\$250 per sign
Decorative Real Estate Flag(s)				\$75 per Entrance

*+ Add an Additional 5% Technology Surcharge to Calculated Fee

**If the sign/s are illuminated please include an [Electrical Permit Application](#) with your submittal.

*** New awnings/canopies that have signage on them require a separate [Building Permit Application](#) as well as a sign permit. Those that do not contain signage need a Building Permit only.

APPLICATION SUBMITTAL REQUIREMENTS FOR PERMANENT SIGNAGE

Applicants for sign permits are required to file construction plans, **drawn to scale**, for any sign or alteration. The Building Official may require the filing of additional plans or other pertinent information when, in his opinion, such information is necessary to ensure compliance with this Code. The person signing the application shall be either the owner or the person responsible for the work. Please follow our [Electronic File Standard](#) for information on the electronic submittal requirement. Minimum acceptable plans shall consist of the following:

1. Site Plan (Drawn to scale 1" = 20')

- Identify address, all property lines, lot dimensions, streets, alleys, easements, clearance from utility poles, manholes and fire hydrants.
- Location (note distance in feet from property lines, easements, structures and driveways) and type of proposed new signs, including any animation or use of flashing lights.

2. Construction Plan (Minimum plan size is 11x17. Font size must be at least 1/8 inch tall for legibility.)

- Show footing for monument and pole signs. Identify attachment details and spacing for connection to structure for wall signs.
- Elevation showing text to be used on sign, dimensions of sign, square footage of sign, letter height (for City Center Sign Regulation Area only), ground clearance, total height (in feet) and clearance from overhead power lines. For wall signs, the elevation drawing must also provide the building height and length as required elevations submittal.

PLEASE NOTE:

1. To compute the maximum permitted size and permit fee for signs of free-standing letters or characters where no background is especially provided, the area shall be considered to be the same as that encompasses by drawing a straight line at the extremities of the shapes to be used.
2. All confiscated signs become the property of the City of Renton.
3. Where work for which a permit is required by this code is started prior to obtaining such permit, the fees specified shall be doubled, but the payment of such double fees shall not relieve any persons from complying with the requirements of this code in the execution of the work, nor from any other penalties prescribed herein.
4. All signs, together with all of their supports, braces, guys and anchors shall be kept in repair and in proper state of preservation. The surfaces of all signs shall be kept neatly painted or posted at all times. The ground area shall be neat and orderly.
5. All signs controlled by the code shall be subject to inspection and periodic re-inspection by the Building Official.