



SIGN PERMIT APPLICATION

Department of Community & Economic Development

321E. 5th Street, Port Angeles, WA 98362
360.417.4817 | www.cityofpa.us | permits@cityofpa.us

CITY USE ONLY

App. #: _____

Received: _____

Please review Chapter 14.36 of the Port Angeles Municipal Code for sign regulations and guidelines. Each zone has specifications for the allocation of allowable signage. A list of exempt and prohibited sign identified in Sections 14.36.050 and 14.36.080. Please carefully review this chapter prior to sign permit application submission.

PROJECT INFORMATION

Commercial Industrial Public

Project Address: _____

Tax Parcel No.: _____ Lot Area (sq.ft): _____ Zoning: _____

Business Name: _____

Primary Contact: _____ (Property Owner: Yes No)

Phone: _____ Email: _____

OWNER INFORMATION

Name: _____ Phone: _____

Mailing Address: _____ Email: _____

CONTRACTOR INFORMATION

Company Name: _____ License: _____

Mailing Address: _____ Expiration Date: _____

Email: _____ Phone: _____

PROJECT DESCRIPTION

Number of proposed signs: New: _____ Replaced: _____

Total Project Value (Materials + Labor): \$ _____

REQUIRED APPLICATION MATERIALS CHECKLIST

Sign Permit Application: Complete this form and have an authorized agent sign.

Sign Design / Rendering: A render or mock-up of what the sign will look like on site.

Written Luminance Light Plan: A detailed lighting plan outlining proposed sign brightness (in nits), dimming settings, and all timing intervals.

Sign Construction Plans: Sign construction and mounting details.

Site Plan: A detailed site plan, including all structures and sign location(s).

Site Photos: Photos of the current signs and the proposed location of sign(s).

Digital Copy of All Application Materials: Emailed to: permits@cityofpa.us.

I have read and completed the application and know it to be true and correct. I am authorized to apply for this permit and understand that it is my responsibility to determine what permits are required and to obtain permits prior to work. I understand that plan review fees are not refundable after review has occurred. I understand that I will forfeit review fees if I withdraw the application before the permit is issued. I understand that additional information may be required when determined necessary by the building official and if the permit is not picked up/issued within 180 days of submittal, the application will be considered abandoned and the fees will be forfeited.

Date Print Name Signature Owner Contractor Representative

SIGN PERMIT APPLICATION

Project Address: _____

BUILDING FACADE DETAILS

Facade Area: **South:** _____ (sq.ft.) + **North:** _____ (sq.ft.) + **East:** _____ (sq.ft.) + **West:** _____ (sq.ft.) =

Total Facade Area: _____ (sq.ft.) Street Facade = North South East West

SIGN #1 DETAILS

Sign Type: Wall Mounted Freestanding Projecting Off Premise Other: _____

Sign Area: _____ (sq.ft.) Facade Area: _____ (sq.ft) Facade Direction: _____

Percentage of Facade Area (Sign Area / Facade Area x 100) = _____

Location: _____ Sign Height: _____ Sign Value: \$ _____

SIGN #2 DETAILS

Sign Type: Wall Mounted Freestanding Projecting Off Premise Other: _____

Sign Area: _____ (sq.ft.) Facade Area: _____ (sq.ft) Facade Direction: _____

Percentage of Facade Area (Sign Area / Facade Area x 100) = _____

Location: _____ Sign Height: _____ Sign Value: \$ _____

SIGN #3 DETAILS

Sign Type: Wall Mounted Freestanding Projecting Off Premise Other: _____

Sign Area: _____ (sq.ft.) Facade Area: _____ (sq.ft) Facade Direction: _____

Percentage of Facade Area (Sign Area / Facade Area x 100) = _____

Location: _____ Sign Height: _____ Sign Value: \$ _____

Please attach additional pages as necessary if you exceed three signs.

DEFINITIONS (per PAMC 14.36)

Facade Area: The surface area of façade shall be the area of that continuous exterior front, side, or back surface of a building, including doors and windows, but excluding any roof area.

Sign Area: The area of the sign shall be the sum of each display surface, including both sides of a double-faced sign, as determined by circumscribing the exterior limits on the mass of each display erected on one sign structure with a circle, triangle, or quadrangle connecting all extreme points. Where a sign is composed of two or more individual letters mounted directly on a wall, the total display surface, including its background, shall be considered one sign for purposes of calculating sign area. The structure supporting a sign is not included in determining the area of the sign unless the structure is designed in a way to form an integral part of the display.

For more information and specific regulations, please visit Chapter 14.36 of the Port Angeles Municipal Code.

TOTAL NUMBER OF SIGNS

Number of all signs less than or equal to 25 sq.ft

Number of wall signs or marquees, over 25 sq.ft

Number of freestanding or projecting signs over 25 sq.ft