

# SIGN PERMIT APPLICATION

Department of Community &amp; Economic Development

321 E. 5th Street, Port Angeles, WA 98362

360.417.4817 | [www.cityofpa.us](http://www.cityofpa.us) | [permits@cityofpa.us](mailto: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

- BP<sup>SIGN</sup> Sign Permit Application:** Complete this form and have an authorized agent sign
- Sign Design / Rendering:** A rendering or mock-up of what the sign will look like on site
- 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](mailto: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.

## Fees

Number of all signs less than or equal to 25 sq.ft	_____	x \$47.00 = \$_____
Number of wall signs or marquees, over 25 sq.ft	_____	x \$85.00 = \$_____
Number of freestanding or projecting signs over 25 sq.ft	_____	x \$115.00 = \$_____
		Total fees = \$_____