

412

CITY OF KENMORE, WA SIGN CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number: _____	Date Stamp
	Project Number: _____	
	Related Permit(s): _____	

1 A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.

2 Property Address: _____

Project Name: _____

Zoning: _____

3	NEW Type(s) of Sign(s)	#	Area	Valuation	Permanent or Temporary	Message Changing? Frequency?
<input type="checkbox"/>	Wall Mounted					
<input type="checkbox"/>	Freestanding					
<input type="checkbox"/>	Monument					
<input type="checkbox"/>	Roof Mounted					
<input type="checkbox"/>	Hanging					
<input type="checkbox"/>	Banner					
<input type="checkbox"/>	Bulletin Board					
<input type="checkbox"/>	Blade Sign					
<input type="checkbox"/>	Painted Wall Sign					
<input type="checkbox"/>	Reader Board					
<input type="checkbox"/>	Window Sign					
<input type="checkbox"/>	Projecting Sign					
<input type="checkbox"/>	Awning Sign					
<input type="checkbox"/>	Directional					
<input type="checkbox"/>	Billboard					
<input type="checkbox"/>	Residential I.D.					
	Total:					

4	EXISTING Type	#	Area
	Total:		
+ _____ = _____ Square area of proposed signs Total Sign Area			

Submittal Requirements: Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required.

5	General:			# of Copies
	Appl. <input type="checkbox"/>	Staff <input type="checkbox"/>	A completed permit application	3
	<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all review materials (CD)	1
The minimum scale for drawings is 1/4" = 1 foot for architectural and structural plans (1/8" = 1 foot for large buildings) and 1 inch equals 20 feet for civil plans.				
6	Appl. <input type="checkbox"/>	Staff <input type="checkbox"/>	Site Plan with:	# of Copies 3
	<ul style="list-style-type: none"> ▪ North Arrow ▪ Property lines ▪ Area of lot in square footage or acres ▪ Lineal feet of property street frontage ▪ Location of existing and proposed sign(s) ▪ Square footage of existing signs and each individual proposed sign(s) ▪ Lineal feet of building face containing a public entrance ▪ Lineal feet of the width of tenant's space within the building face, if the proposed sign(s) is for a tenant located in a multi-tenant building ▪ Distances from proposed pole or monument sign(s) to property lines and other buildings on the site ▪ Easement(s) if applicable 			
# of Copies				
Sign Design Plan				
7	Appl. <input type="checkbox"/>	Staff <input type="checkbox"/>		3
	<ul style="list-style-type: none"> ▪ Materials used ▪ Colors ▪ Location of sign on building or property ▪ Sign dimensions ▪ Building and sign elevations ▪ Area of building façade (height and width) ▪ Weight of sign(s) ▪ Type of lighting, if applicable ▪ Mounting/ anchoring systems ▪ Foundation system for pole or monument sign(s) ▪ Height above sidewalk for hanging/projecting signs 			
8	Supporting Documents			# of Copies
	<input type="checkbox"/>	<input type="checkbox"/>	Foundation of free standing sign designed by Washington State Licensed Engineer if over 8 feet tall	2
	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's specifications	2
	<input type="checkbox"/>	<input type="checkbox"/>	This Checklist	3
9	NOTES:			
	<ul style="list-style-type: none"> ▪ All plan check fees are due at application intake. 			