

Sign Permit Application

Permanent Building Mounted or Freestanding

Eatonville Planning / Building Department
201 Center Street W / PO Box 309
Eatonville, WA 98328
Ph: 360-832-3361 Fax: 360-832-2573

PROPERTY INFORMATION

DATE _____

Assessor's Parcel ID # _____ Zoning _____

Location Address of Sign: _____ Bldg: _____

Is this address part of an established commercial development? If yes, name: _____

Is this a new building or development? _____

PROPOSED SIGNAGE

SIGN # 1

SIGN # 2

SIGN # 3

Type (wall, pole, freestanding, etc.) _____

Square Footage of Wall/Surface Area
(Exposed Building Face/Surface Area) _____

Sq. Ft. of Sign Structure _____

Sign Height (freestanding or pole) _____

Single or Double Face Sign _____

Entire Sign Message _____

Please Note: Submittal must include a picture/drawing of elevations of building walls where sign will be located indicating the location and dimensions of exposed building face, and a picture/drawing of the proposed sign along with its dimensions

PEOPLE AND FIRMS INVOLVED IN PROJECT:

Applicant and / or Tenant Name: _____
(Owner Authorization must be included if Tenant is applying)

Mailing Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Property Owner _____ Phone: _____

Mailing Address _____ City _____ Zip _____

Phone: _____ Cell: _____ Fax: _____

Contact Person: _____ Phone: _____

Mailing Address _____ City _____ Zip _____

Phone: _____ Cell: _____ Fax: _____

Sign Contractor _____ Contact Name: _____

Mailing Address _____ City _____ Zip _____

Phone: _____ Cell: _____ Fax: _____

LICENSE # _____ **EXP:** _____ **COPY PROVIDED** _____

EXISTING SIGNAGE ON LOT

SIGN # 1

SIGN # 2

SIGN # 3

Type of Sign (wall, pole, etc.) _____

Square Footage of Wall Area (Exposed Building Face/Surface) _____

Sq. Ft. of Sign Structure _____

Sign Height _____

Single or Double Face Sign _____

Entire Sign Message _____

TENANT NAME: _____ Suite/Unit # _____

I certify, to the best of my knowledge, this application accurately documents all existing signage on the lot and the signage now proposed meets with my approval.

Applicant Signature: _____ Date: _____

Property Owner or Landlord Signature: _____ Date: _____

The following items must accompany this application when applying for a freestanding, projecting, wall, roof, awning, marquee, bulletin boards, and other permanent fixed sign structures in order for the application to be reviewed by town officials:

- **A dimensional drawing of the sign being proposed. The drawing must include sign lettering and logo dimensions and overall sign dimensions. Wall mounted must include weight, and how it is affixed to the wall; or the footings if sign is monument/pole/freestanding. A Building Permit may be required.**
- **A site plan showing where on the site each sign is being proposed and the orientation of the sign. Freestanding sign must be placed outside of sight distance triangle.**
- **A drawing or photo showing the location and design of the sign relative to the building or window to which it is associated including the height and width of all building faces or the dimensions of the window area.**

Please make sure that your sign proposal meets the requirement of EMC Chapter 18.06, including the design guideline contained in 18.06.090 EMC prior to submitting your application.