



City of Redmond Sign Permit Application

File Number: **S** _____

Building Permit Number: **B** _____

Sign Permit Fee **\$166.92**

Billboard Relocation Permit Fee **\$1492.65**

(Signs requiring building permit - obtain building fees from Building Dept)

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Business Name _____ Owner/Manager _____
Address _____ City _____ State _____ Zip Code _____
Phone ____/____/____ Fax ____/____/____ Email _____

Business License Number _____
(No person shall carry on any business, trade, occupation, profession, calling, or transact any business without first paying in advance the business tax and obtaining a business license per City Code 7.014)

Sign Contractor _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State _____ Zip Code _____
Contact Person _____ UL Listing # _____ UL Sign # _____

Electrician _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State _____ Zip Code _____
Contact Person _____ License # _____

Property Owner: _____
Signature _____ Date: _____

PROPERTY DESCRIPTION

Legal Description - T15S, R13E, Section _____ Tax Lot(s) _____
Present Zoning _____ Present Land Use _____

INFORMATION ABOUT YOUR SIGN

Are there any existing signs on the property?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, will any be removed upon placement of this sign?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Wall Sign:	Size _____ X _____	Building Facade Dimensions _____	X _____
Second Wall Sign	Size _____ X _____	Building Facade Dimensions _____	X _____
Free Standing Sign	Size _____ X _____	Height _____	Road Frontage _____
Ground Mounted Sign	Size _____ X _____	Height _____	Road Frontage _____
Projection Sign	Size _____ X _____	Height _____	Sidewalk Clearance _____
Awning/Canopy	Size _____ X _____	Height _____	Sidewalk Clearance _____
Marquee	Size _____ X _____	Height _____	Sidewalk Clearance _____
Directional sign	Size _____ X _____	Number of directional signs _____	

FOR OFFICIAL USE ONLY

Building Department Approval: _____ Date: _____

Planning Department Approval: _____ Date: _____

Fee Paid: _____ Receipt Number: _____

CHECKLIST

REQUIRED ITEMS TO BE SUBMITTED FOR PLANNING SIGN PERMIT APPLICATION

- Completed Application.
- Application Fee(s).
- Two (2) copies of all sign plans, drawn to standard industry scales.
- Building Permit Application (if required, submitted with Planning Sign application)

SITE PLAN

- Dimensioned site plan which includes the property line dimensions and distance of existing and proposed signs from each property line and driveway or drive aisle. (Note: the property line is not the same as the edge of the street or sidewalk)
- Exterior building dimensions.
- Street names and locations of streets, curbs, and sidewalks adjacent to the site.

EXTERIOR ELEVATIONS

- Dimensioned building elevation with proposed signage, drawn to standard scale. Show length and height of building, sign dimensions, and height of sign above grade.
- Detailed dimensioned sign elevation drawn to scale with materials and colors indicated.
- Section detail of sign including mounting and electrical details. Include depth dimension of sign.

The following criteria shall be used in measuring a sign to determine compliance with these standards:

Sign Area: Area within any perimeter which encloses the limits of any writing, representation, figure, emblem or character. The area of a sign having an irregular shape shall be computed by enclosing the surface area within a known geometric shape or shapes. The area of all existing signs, whether conforming or non-conforming, shall be counted in establishing the permitted sign area of all new signs to be allowed for an individual business or site. Where a sign is three-dimensional, round or irregular solid shape, the largest cross section shall be used as though it were a flat surface to determine sign area.

Clearance: Clearance is measured from the average grade at the base of the sign to the lowest point of the sign.

Height: Height is measured from the grade of the curb or pavement line closest to the base of the sign to the highest point of the sign.

Area of front building facade or tenant space: The area of the front building facade or tenant space shall be computed by multiplying the width of the building frontage or tenant space by the height of the building frontage or tenant space. False fronts and mansard roofs may be included when calculating the area of the building facade.

Length of Street Frontage: The length of the street frontage(s) where vehicular accesses are located.