

SIGN PERMITS

GENERAL INFORMATION

A sign permit or approval (in the case of temporary signs) is required when signs (both permanent and temporary) are installed or altered. The City has three types of sign permit applications, as follows:

1. Sign Permit for Permanent Signs. These signs are commonly used at a business location to identify the business's name, goods, and services that are available at that business.
2. Sign Permit for A-Frame (also called Sandwich Board) Signs. These signs are allowed in limited areas of the City, primarily in the historic downtown.
3. Sign Approval for Temporary Signs. These signs are allowed on private property for short timeframes and are generally used to advertise upcoming events.

ITEMS TO ASSIST WITH SUBMITTING SIGN APPLICATIONS

- Signs installed within the City's historic downtown districts (C-1 zones) are required to comply with Design Standards Mount Vernon Municipal Code (MVMC Chapter 17.73) in addition to MVMC Chapter 17.87, Signs.
- Applicant's may need to apply for a Building Permit, in addition to a Sign Permit, if a building needs to be modified or shored up to support a sign.
- Applicant's will be required to sign an Agreement with all Electronic Message Center Signs that outlines how these signs will be programed and used.

SUBMITTAL REQUIREMENTS

An electronic format copy (complying with the City's Electronic Document Requirements outlined on the accompanying handout) of each of the below-listed submittal items is required to be submitted via the City's permit portal when applying for a sign permit.

ITEMS REQUIRED TO BE SUBMITTED	PERMANENT SIGNS	A-FRAME SIGNS	TEMPORARY SIGNS
Sign Permit Application (see Permit Portal for FORM K)	✓	✓	
Sign Plans (see below for additional information)	✓		
Structural Plans and Calculations (see below for additional information)	✓		
Supplemental Information for Permanent Sign(s) (see Permit Portal for FORM L)	✓		
Supplemental Information for A-Frame Sign (see Permit Portal for FORM M)		✓	
A-Frame Sign Drawing and Site Plan		✓	
Supplemental Information Temporary Sign(s) (see Permit Portal for FORM N)			✓
Location Map for Temporary Sign(s)			✓

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

DETAILS REGARDING THE ITEMS REQUIRED TO BE SUBMITTED

Additional details on certain submittals is provided below to ensure Applicants are fully aware what City staff will be looking for when an application is submitted to the City.

MINIMUM SIGN PLAN REQUIREMENTS: sign plans are required to be drawn to a standard architectural or engineering scale and must be no smaller than 11" by 17" in size. Sign plans must be comprised of each of the listed items in the order provided below.

- 1. A Site Plan Containing:**
 - a. A vicinity map
 - b. The owner's name, address and telephone number
 - c. The business owner's name, address and telephone number (if different than the owner)
 - d. The name, address and telephone number of the sign design professional
 - e. The site address and parcel number(s)
 - f. Scale and north arrow
 - g. Location and dimensions of all property lines, streets and easements
 - h. The linear feet of public and private roads abutting each property line must be listed
 - i. All existing structures
 - j. All existing utilities in the vicinity of the proposed sign
 - k. The location and details for all existing and proposed signs
 - l. A vision clearance triangle must be identified when freestanding signs (i.e. pole and monument signs) are proposed

- 2. Elevation plans containing:**
 - a. Dimensions of all existing and proposed signs (all signs)
 - b. Sign copy and design (words, symbols or emblems and colors)
 - c. Height (at tallest point) from adjacent grade (for freestanding and projecting signs)
 - d. Clearance above ground (for freestanding and projecting signs)
 - e. Distance of projection over the right-of-way or abutting property line (for freestanding and projecting signs)
 - f. Exact position of signs on walls and/or windows (for wall signs)

- 3. Sign Specifications Containing:**
 - a. Specifications for all sign materials
 - b. Cross-section and details for freestanding and wall signs showing the attachment to the building, ground and structural members (studs, beam, post, wall) and fastening methods (bolts, screws, lags, nails, welds)
 - c. The type, size, and spacing for the specific type of fastener proposed
 - d. Weight of the sign
 - e. Footing and/or foundation design, details and notes including, but not limited to, dimensions, depth of bury, pole type and size, calculations to show it was designed to withstand wind and seismic loads
 - f. Lighting method, e.g. LED, neon, fluorescent, etc
 - g. If the sign is to be attached to a building, the drawings shall have information justifying the adequacy of building members to support the loads imposed by the sign and sign structure

STRUCTURAL PLANS AND CALCULATIONS: are required to be prepared and stamped by a State of Washington licensed professional engineer or architect, be drawn to-scale, and must justify the adequacy of the structural system to resist seismic, wind, and dead loads of the sign. In general, structural plans and calculations are required for the following types of signs. However, the building official may determine that structural plans calculations are required for submittals other than the below listed.

- Freestanding signs greater than five feet in height that are constructed entirely of concrete or masonry
- Freestanding signs that are seven feet or greater in height
- Wall signs greater than 100 s.f. or weighing more than 750 lbs.
- Projecting signs that are more than 30 s.f. or weighing more than 250 lbs.

DRAWING OF A-FRAME SIGN AND SITE PLAN

1. The A-Frame Sign Drawing is a drawing that illustrates the proposed sign copy and design (words, symbols or emblems and colors). The maximum size of the sign is 6 square feet in size and 3 feet in height.
2. The A-Frame Site Plan is a dimensioned, to-scale, site plan (i.e., 1" = 20') showing the location of the proposed sign(s) in relation to the business and adjacent sidewalks, streets, and property lines.

LOCATION DRAWING FOR TEMPORARY SIGNS

A location drawing for temporary signs is comprised of a map that identifies the property the location where temporary signs are proposed. This drawing must show property lines, the location of roads, sidewalks, and structures within 100 feet of where the temporary signs will be placed. The accompanying FORM N provides information to Applicant's on where they can download maps that provide the required information.