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PERMANENT SIGN APPLICATION

Development Services Division
1055 South Grady Way – Renton, WA 98057
Phone: 425-430-7200
www.rentonwa.gov www.MyBuildingPermit.com

1. Job Site Address: _____
2. Value of work to be performed: _____
3. Tenant Name: _____ Suite/Room#: _____
4. Contact Person: _____ Phone: _____ Email: _____
   (This is the person we will contact when the permit is ready to issue.)
5. Contractor's Name: _____ Phone: _____
   Street Address: _____ City/State: _____ Zip: _____
6. State of Washington Contractor's License # **(Required)**: _____
7. Contractor's City of Renton Business License # **(Required)**: _____
8. Property Owner: _____ Phone: _____
   Street Address: _____ City/State: _____ Zip: _____
9.

TYPE OF SIGN	# OF SIGNS	SQ. FOOTAGE	ILLUMINATED*		PERMIT FEE**
☐ Wall			☐ Yes	☐ No	$125.00 per **Tenant** (for any number of signs)
☐ Projecting			☐ Yes	☐ No	
☐ Awning / Canopy			☐ Yes	☐ No	
☐ Marquee			☐ Yes	☐ No	
☐ Roof			☐ Yes	☐ No	
☐ Monument			☐ Yes	☐ No	$175.00 per **Sign**
☐ Pole			☐ Yes	☐ No	
☐ Decorative Real Estate Flag(s)			☐ Yes	☐ No	$50.00 per **Entrance**

*If signs are illuminated please include an Electrical Permit Application.

***** + Add an Additional 3% Technology Surcharge to Calculated Fee***

Awnings that have signage on them require a Building Permit as well as a Sign Permit.
Those that do not contain signage need a Building Permit only.

I certify that the information on this application furnished by me is true and correct and that the applicable requirements of the City of Renton will be met. I understand that this application is valid for six (6) months from the application date. If a permit is not issued during this time period, the application will become void. This application does not constitute a permit to work. Work is not to commence until electrical permit is posted on premises where work is to be performed. Certification is hereby rendered that no work is to be done except as described, and that all work shall conform to the applicable codes. Work in public rights-of-way and/or utility easements are not authorized under this application.

Applicant Signature: _____ Date: _____

APPLICATION SUBMITTAL REQUIREMENTS

1. Applicants for sign permits are required to file construction plans, **drawn to scale**, for any sign or alteration.
2. The Building Official may require the filing of additional plans or other pertinent information when, in his opinion, such information is necessary to ensure compliance with this Code.
3. The person signing the application shall be either the owner or the person responsible for the work.
4. Minimum acceptable plans shall consist of the following:

   Two copies – Plot Plan **(drawn to scale)**

   A. Identify address, all property lines, lot dimensions, streets, alleys, easements, clearance from utility poles, manholes and fire hydrants.

   B. Location (note distance in feet from property lines, easements, structures and driveways) and type of proposed new signs, including any animation or use of flashing lights.

   C. Location, type, and sizes of all existing signs to remain on the same lot.

   Two copies – Construction Plan

   A. Show footing, connections to building, size of supports and material used in supports and the sign itself.

   B. Elevation showing text to be used on sign, dimensions of sign, square footage of sign, letter height (for City Center Sign Regulation Area only), ground clearance, total height (in feet) and clearance from overhead power lines. For wall signs, the elevation drawing must also provide the building height and length as required elevations submittal.

NOTES:

1. To compute the maximum permitted size and permit fee for signs of free-standing letters or characters where no background is especially provided, the area shall be considered to be the same as that encompasses by drawing a straight line at the extremities of the shapes to be used.
2. All confiscated signs become the property of the City of Renton.
3. Where work for which a permit is required by this code is started prior to obtaining such permit, the fees specified shall be doubled, but the payment of such double fees shall not relieve any persons from complying with the requirements of this code in the execution of the work, nor from any other penalties prescribed herein.
4. All signs, together with all of their supports, braces, guys and anchors shall be kept in repair and in proper state of preservation. The surfaces of all signs shall be kept neatly painted or posted at all times. The ground area shall be neat and orderly.
5. All signs controlled by the code shall be subject to inspection and periodic re-inspection by the Building Official.