



# City of Puyallup

## Application for Sign/Awning Permit

**Building Division**  
**333 S. Meridian**  
**Puyallup, WA 98371**  
**Tel: (253) 864-4165 Fax: (253) 840-6678**

Parcel #:	Site Address:		
Owner:	Owner Phone #:		
Owner Address:	City:	Zip:	
Contractor Name:	Contractor Phone #:		
Contractor Address:	City:	Zip:	
WA License #:	Exp. Date:	City Business License #:	
Contact Person:	Contact Email:		
Contact Phone #:	Fax #:		

### Site & Sign Information:

FILL OUT ALL SECTIONS COMPLETELY FOR A COMPLETE APPLICATION – INFORMATION IS REQUIRED FOR REVIEW  
 Is this a corner lot?    Yes                      No

Lineal measurement of street frontage:			
Lineal measurement of side street frontage (if applicable):			Zoning:
Lineal measurement of wall From which sign is attached:			
Lineal measurement of canopy from which sign is attached:			
Lineal measurement of building façades:			
East façade:	West façade:	North façade:	South façade:
Total lineal measurement of all walls facing a public street:			
Total square footage of existing signs on site:			

<b>Sign Type</b> (SUBMIT A SEPARATE APPLICATION FOR EACH SIGN TYPE)					
Awning*	Electronic Message	Facade / Wall	Pole Sign	Projecting Sign	Monument
Under Canopy	Other: _____				
<b>Pole Sign 1</b>					
Total Sign Sq. Ft.:	Height:	Clearance:	Valuation:		
<b>Pole Sign 2</b>					
Total Sign Sq. Ft.:	Height:	Clearance:	Valuation:		
<b>Monument Sign 1</b>					
Total Sign Sq. Ft.:	Height:	Valuation:			
<b>Monument Sign 2</b>					

Total Sign Sq. Ft.:	Height:	Valuation:	
<b>Wall Sign 1</b>			
Total Sign Sq. Ft.:	Dimensions:	Valuation:	
<b>Wall Sign 2</b>			
Total Sign Sq. Ft.:	Dimensions:	Valuation:	
<b>Wall Sign 3</b>			
Total Sign Sq. Ft.:	Dimensions:	Valuation:	
<b>Projecting Sign</b>			
Total Sign Sq. Ft.:	Dimensions:	Valuation:	
<b>Canopy Sign</b>			
Total Sign Sq. Ft.:	Height:	Clearance:	Valuation:
<b>Awning*</b>			
Total Sign Sq. Ft.:	Height:	Clearance:	Valuation:

\*Awnings on buildings located in the Central Business District (CBD) or Central Business District Core (CBD-Core) zones may require a separate design review permit and may be reviewed by the City's Design Review and Historic Preservation Board. Please contact Planning staff by calling (253) 864-4165 to confirm.

**CONTRACTORS AFFIDAVIT:** I HEREBY MAKE APPLICATION FOR A SIGN PERMIT AND CERIFY THAT OUR BUSINESS IS REGISTERED AS A CONTRACTOR WITH THE STATE OF WASHINGTON AND THAT ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL CODES AND ORDINANCES OF THE CITY OF PUYALLUP.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

BY LEAVING THE CONTRACTOR INFORMATION SECTION BLANK, I HEREBY CERTIFY FURTHER THAT CONTRACTORS (GENERAL OR SUBCONTRACTORS) WILL NOT BE HIRED TO PERFORM ANY WORK IN ASSOCIATION WITH THIS PERMIT. I ALSO CERTIFY THAT IF I DO CHOOSE TO HIRE A CONTRACTOR (GENERAL OR SUBCONTRACTOR) I WILL ONLY HIRE THOSE CONTRACTORS THAT ARE LICENSED BY THE STATE OF WASHINGTON.

\_\_\_\_\_  
**SIGNATURE OWNER / AUTHORIZED AGENT**      \_\_\_\_\_  
**PRINT NAME**      \_\_\_\_\_  
\_\_\_\_\_  
**DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

**MINIMUM SUBMITTAL REQUIREMENTS:**

- 1 (one) copy of signed application
- 2 (two) copies of site plan drawings for pole and monument signs or 2 (two) copies of elevation drawings for wall signs and awnings
- 2 (two) copies of sign detail drawings
- Plan review fee due at time of application submittal.
- 2 (two) copies of foundation and structural details for freestanding signs and means for fastening building mounted signs as follows:
  - A. Dimensions
  - B. Weight
  - C. Material
  - D. Partial cross sections showing attachment to building, ground and structural members (studs, beam, post, wall) and fastening method (bolts, screws, lags, nails, welds). Provide specific details for attachment to efis systems
  - E. Size, spacing and number of fasteners.
  - F. Show all structural components of sign itself (size included)
  - G. Indicate if the sign is to be lighted, a separate electrical permit is required
  - H. All freestanding pole signs over 8 feet are required to be designed and stamped by a licensed washington state engineer