



# Sign Permit Application Checklist

A sign permit is required to install, replace or alter a sign in unincorporated King County except as exempted by [King County Code](#) 21A.20.020.

Sign permits cover building mounted, free standing, monument, and certain temporary signs.

In most cases, temporary signs and sign maintenance do not require a permit except where a sign or maintenance involves changes to or affects the building or supporting structure, a sign permit is required.

**Apply On-Line** at [MyBuildingPermit.com](https://www.mybuildingpermit.com)

**Select:** King County | Sign | Any Project Type | All Sign Proposals



<b>Online:</b>	Submit one copy of each required document in PDF format. The <a href="#">Electronic Plan Requirements handout</a> provides more detailed information. All subsequent submittal and revision documents will be made through MyBuildingPermit.com.
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If you have questions or would like to inquire about alternatives, please email [DPERWebInquiries@kingcounty.gov](mailto:DPERWebInquiries@kingcounty.gov)

Required Submittal Documents
Sign permit application available on <a href="https://www.mybuildingpermit.com">MyBuildingPermit.com</a>
Site Plan, see requirements on page 2.
Structural construction plans and details, see requirements on page 2.

Other Submittal Documents
Building construction if supporting the sign
Sign Illumination plan if applicable
Copy of Land use permit if applicable, for example a Conditional Use Permit (CUP) for a church or special event.
<a href="#">Electrical permits</a> are provided by Washington State, Department of Labor & Industry

## Sign permit application checklist, continued

<b>Sign Permit, Site Plan Requirements</b> (See the <a href="#">Electronic Plan Requirements handout</a> for more detailed information)	<b>All Sign Types</b>
Legend (if needed)	X
Locate and note size, height, and type of all existing signs	X
Show existing and proposed building(s) on the site plan. Indicate building permit number for proposed building(s)	X
Draw all proposed signs; note size, type, and if illuminated, source of illumination	X
Show location of sign(s) in relationship to property lines and buildings. Include setback from property line or future arterial for free standing sign(s)	X
Show location and dimension of all entry drives, curbs, and driveway approaches	X
For replacement signs, indicate size, height, and location of sign being replaced	X

<b>Sign Permit, Structural Plan Requirements</b> <b>Building Mounted Signs</b> . See sign area calculation (K.C.C. 21A.20.050) <sup>i</sup>	<b>Building Mounted</b>
Dimensioned elevation plan required showing entire tenant facade where sign is to be mounted	X
Show sign on elevation drawing, indicate dimension on the elevation including heights and areas for the facade and sign	X
Submit details and cross-section showing sign construction, including: <ol style="list-style-type: none"> <li>1. Structural sizes and grade of materials.</li> <li>2. Weight of sign.</li> <li>3. Size, spacing, and number of fasteners.</li> <li>4. Connection details to the building frame</li> </ol>	X
Show location of sign(s) in relationship to property and buildings. Include setback from property line or future arterial for free standing sign(s)	X
Show location and dimension of all entry drives, curbs, and driveway approaches	X
Provide calculations for existing and proposed sign areas (in square feet). If a wall sign, also indicate area of building facade (in square feet) See sign area calculation (K.C.C. 21A.20.050).	X

## Sign permit application checklist, continued

<b>Sign Permit, Structural Plan Requirements</b> <b>Building Mounted Signs</b> . See sign area calculation (K.C.C. 21A.20.050) <sup>i</sup>	<b>Building Mounted</b>
If a wall sign, projecting sign, or awning sign, show total square footage of existing sign(s) on the building façade	X
For replacement signs, indicate size, height, and location of sign being replaced	X

<b>Sign Permit, Structural Plan Requirements</b> <b>Free Standing Signs</b> . See sign area calculation (K.C.C. 21A.20.050) <sup>i</sup>	<b>Free Standing</b>
Dimensioned elevation plan of sign showing heights and sign area	X
Show location of sign(s) in relationship to property and buildings. Include setback from property line or future arterial for free standing and monument sign(s)	X
Submit details and cross-section showing sign construction, including: <ol style="list-style-type: none"> <li>1. Structural sizes and grade of materials.</li> <li>2. Weight of sign.</li> <li>3. Size, spacing, and number of fasteners.</li> <li>4. Footing size, depth, and reinforcing</li> </ol>	X
Show location and dimension of all entry drives, curbs, and driveway approaches	X
Provide calculations for existing and proposed sign areas (in square feet). If a wall sign, also indicate area of building facade (in square feet) See sign area calculation (K.C.C. 21A.20.050) <sup>i</sup>	X
For replacement signs, indicate size, height, and location of sign being replaced	X

<b>Sign Permit, Structural Plan Requirements</b> <b>Monument Signs</b> . See sign area calculation (K.C.C. 21A.20.050) <sup>i</sup>	<b>Monument</b>
Dimensioned elevation plan of sign showing heights and sign area	X
Indicate sign weight(s)	X
Show location of sign(s) in relationship to property and buildings. Include setback from property line or future arterial for free standing and monument sign(s)	X

## Sign permit application checklist, continued

<b>Sign Permit, Structural Plan Requirements</b> <b>Monument Signs.</b> See sign area calculation (K.C.C. 21A.20.050) <sup>i</sup>	<b>Monument</b>
Submit details and cross-section showing sign construction, including: <ol style="list-style-type: none"> <li>1. Structural sizes and grade of materials.</li> <li>2. Weight of sign.</li> <li>3. Size, spacing, and number of fasteners.</li> <li>4. Footing size, depth, and reinforcing</li> </ol>	X
Show location and dimension of all entry drives, curbs, and driveway approaches	X
For replacement signs, indicate size, height, and location of sign being replaced	X

<sup>i</sup> [King County Code 21A.20.050](#) Sign area calculation

- A. Sign area for non-monument free-standing signs shall be calculated by determining the total surface area of the sign as viewed from any single vantage point, excluding support structures.
- B. Sign area for letters or symbols painted or mounted directly on walls or monument signs or on the sloping portion of a roof shall be calculated by measuring the smallest single rectangle which will enclose the combined letters and symbols.
- C. Sign area for signs contained entirely within a cabinet and mounted on a wall, roof or monument shall be calculated by measuring the entire area of the cabinet. (Ord. 13014 § 4, 1998: Ord. 10870 § 423, 1993).