



**CITY OF TUKWILA**  
 Department of Community Development  
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# PERMANENT BUILDING MOUNTED SIGNS

## PERMANENT SIGN PERMIT APPLICATION

FOR STAFF USE ONLY *Permits Plus Type: P-SIBLDG*

<b>Planner:</b>	<b>File Number:</b>
<b>Needs Electrical: Yes/No</b>	<b>Associated File Numbers:</b>

Business Name \_\_\_\_\_ Address of Sign \_\_\_\_\_ Phone \_\_\_\_\_

Applicant/Contact \_\_\_\_\_ Address, City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

Contractor \_\_\_\_\_ Address, City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

I HEREBY CERTIFY that the information contained in this application and the materials furnished to the City by me are true. I understand that if I provide incorrect information on this application or submit plans that are not correct, it could delay issuance of a permit or, if the permit has been issued, be cause for the City to revoke the sign permit.

Date: \_\_\_\_\_ Signature of Owner or Authorized Agent \_\_\_\_\_ Email \_\_\_\_\_

The City will send any official notices, letters, and other official notices via email. If you wish to receive all official communications from the City via US Postal Mail, check here:

## CHECKLIST

- Completed and signed application (this form).
- Three copies of a dimensioned and scaled site plan showing property lines, streets, buildings and parking areas; the location of all existing building mounted signs on the same building as the proposed signs.
- Three copies of scaled and dimensioned drawings of the proposed sign or signs with area calculations.
- Three copies of a scaled elevation of the building walls where the signs will be located indicating the location and dimensions of the exposed building face used to calculate the sign area.
- Three copies of a scaled and dimensioned building profile, if projecting signs are proposed.
- Method of illumination, if proposed.
- Method of support and attachment for building-mounted signs.
- Structural calculations if the sign weighs over 400 pounds.
- Application fee listed in current fee schedule.
- One copy of a valid Washington State Contractor's license or owner's affidavit.
- Valid Tukwila business license number for the sign contractor, if applicable: \_\_\_\_\_.

## TOTAL NUMBER OF SIGNS

Total number of signs included in this application:

Section 1 \_\_\_\_\_ Section 2 \_\_\_\_\_

Section 3 \_\_\_\_\_ Section 4 \_\_\_\_\_

## Building Mounted Signage Worksheet

The City's sign code permits a variety of building mounted signs, including wall signs, signs on awnings, canopy signs and projecting signs. This sign permit application can be used to determine the total number of building mounted signs permitted for your business. The application also provides the specific code standards for the common types of building mounted signs, see TMC 19 Sign Code for details. Please note that you may not qualify for all signage types outlined in this application.

### Section 1- Wall or Awning Face Sign

Each public entrance is eligible for either a flush mounted wall sign or an awning face sign. In some cases an additional wall sign maybe permitted on walls that do not have entrances, see Section 2 of this application.

Use the table below to determine the maximum permitted size<sup>1</sup> of your wall sign:

#### Maximum Sign Area

AREA (LxH) of Exposed Building Face (EBF) in square feet	Permitted Sign Area
0-500	EBF x .05 or 20 square feet, whichever is larger
501-1,500	(EBF-500) x .04 + 25 square feet
1501-3,000	(EBF-1,500) x .03+ 65 square feet
3,001-5,000	(EBF-3,000) x .02+ 110 square feet
Over 5,000	150 square feet maximum

#### Wall Sign Worksheet

	Sign ____	Sign ____	Reserved for City Use	For more detail see the Sign Code Language, TMC 19.20.050 A.
Wall Area				The size of the sign is based on the area of the wall fronting the tenant space where the sign will be located, see 19.08.110.
Maximum Sign Area				Calculate the maximum sign area allowed for the wall from the table above.
Proposed Area of Sign				Calculate the area by drawing one box around the entire sign face or copy using 90 degree angles.
Sign Copy				List what the sign will say (for example name of business).

#### Awning Face Sign Worksheet

	Sign ____	Sign ____	Reserved for City Use	For more detail see the Sign Code Language, TMC 19.20.050 B.
Wall Area				The size of the sign is based on the area of the wall fronting the tenant space where the sign will be located, see TMC 19.08.110.
Maximum Sign Area				Calculate the maximum sign area allowed for the wall from the table above.
Area of Awning Face				The size of an awning face sign is limited to the area from the table above or 30% of the area of the face of the awning, whichever is smaller.
Proposed Area of Sign				Calculate the area by drawing one box around the entire sign copy using 90 degree angles.
Lighting Type				Only indirect lighting maybe used for awning face signs.
Awning Material				In commercial zones awnings may only be made of canvas or nylon fabric.
Sign Material				Signs may only be vinyl or paint applied directly to the awning.
Sign Copy				List what the sign will say (for example name of business).

<sup>1</sup> This table is inapplicable if your site is covered under an approved Master Sign Program and an increase in sign area was granted.

## Section 2- Incentive Signage

Wall signs may also be installed on walls that do not have public entrances if the wall where the sign will be located meets at least one of the following design criteria:

1. At least 50 percent of the wall area between the height of 2 and 7 feet must be transparent with either an unobstructed view into the business or use or a display window with a depth of at least three feet.
2. Architectural detailing consistent with the building design using changes in color, materials, texture, and variations in the wall plane.
3. Artwork such as mosaic, mural or sculptural relief covers at least 50 percent of the wall surface. If the artwork uses words or images related to the business on site they will be considered part of the sign area.
4. One or more trellises covering at least 50 percent of the wall area between the height of two and seven feet, planted with climbing vines and other plant materials in a planting bed at least two feet in width and provided with permanent irrigation.

Signs permitted under this Section may be up to 50 percent of the area calculated in the Table in Section 1.

	Sign ____	Sign ____	Reserved for City Use	For more detail see the Sign Code Language, TMC 19.20.050 F 4.
Wall Area				The size of the sign is based on the area of the wall fronting the tenant space where the sign will be located, see 19.08.110.
Maximum Sign Area				Calculate the maximum sign area allowed for the wall from the Table in Section 1 and reduce by half.
Proposed Area of Sign				Calculate the area by drawing one box around the entire sign face or copy using 90 degree angles.
Sign Copy				List what the sign will say (for example name of business).

## Section 3- Projecting and Canopy Edge Signs

One Projecting or Canopy Edge Sign may be permitted per business in addition to those signs permitted in Section 1 and Section 2. In order to qualify for a sign under this section the business utilizing the projecting or canopy edge sign must have a direct ground floor public entrance and the sign must overhang a sidewalk or walkway. The sign is not permitted to overhang parking areas, service areas or other non-pedestrian oriented areas. ***Not all buildings will qualify for a projecting or canopy edge sign.***

### Projecting Sign

	Sign ____	Reserved for City Use	For more detail see the Sign Code Language, TMC 19.20.050 C.
Proposed Area of Sign			Maximum area permitted is 20 square feet per face and 40 square feet total for all faces.
Distance Sign Extends from Building			The sign may not stick out more than four feet from the building wall. Also, the sign can't extend further than the sidewalk it overhangs.
Height above ground			The bottom edge of the sign must be at least eight feet above the sidewalk or walkway that it overhangs.
Rotating Display Proposed			Mechanical rotating displays are permitted.
Sign Copy			List what the sign will say (for example name of business).

### Canopy Edge Sign

Canopy edge signs are limited to a single row of individual letters which are not permitted to extend beyond the edge of the canopy on which the sign is located. The canopy must be located over a public entrance.

	Sign ____	Reserved for City Use	For more detail see the Sign Code Language, TMC 19.20.050 E.
Height of letters			Maximum height allowed is 12 inches

Length of Canopy			The sign length is limited to 2/3 of the length of the canopy.
Length of Sign			
Proposed Lighting			The letters may be lit, specify whether and how this is proposed.
Sign Copy			List what the sign will say (for example name of business).

**Section 4- Pedestrian Oriented Building Mounted Signage**

In order to encourage a more pedestrian oriented environment, the City allows the following signs in addition to those listed in sections 1, 2 and 3 of this application. Permits are only required for signs listed under this section if the signs will be discernable from any public right of way, a neighboring site or an off-site business. *Not all businesses will qualify for signage under this section.*

**Under-Awning/Canopy Signs**

In order to qualify for under-awning/canopy signs an entrance to a business must be provided from a public or private sidewalk.

	Applicant's Response	Reserved for Use by City Staff.	Applicable Code Language, TMC 19.20.050 (F)(1).
Number of signs? If located on multiple walls, list wall location.			Only one permitted per business per wall.
Area of sign?			No sign shall exceed three square feet in area.
Depth of awning or canopy?			No sign may project farther from the building than its associated awning or canopy.
Distance of sign from wall?			
Distance from ground to bottom of sign?			The lowest edge of the sign must be at least eight feet above the ground.

***Awning/Canopy Side Sign***

In order to qualify for an awning/canopy side sign, the awning or canopy must be located above a public entrance. Also, the sign is not permitted to project beyond the edge of the awning or canopy in which the sign is located on.

	Applicant's Response	Reserved for Use by City Staff.	Applicable Code Language, TMC 19.20.050 (F)(2).
Number of signs? If located on multiple walls, list wall location.			Only one sign permitted per business per wall.
Area of awning or canopy side?			
Area of sign?			Sign may not exceed 40 square feet of awning or canopy side area (Row @).
Height of text and/or graphics?			May not exceed a height of 12 inches.
Distance from ground to bottom of sign?			The lowest edge of the sign must be at least eight feet above the ground.
If an awning is being used, material of awning?			Awning signs may only be made of vinyl or paint applied directly to the awning.

***Permanent Window Signs***

Permanent window signs are only permitted if the following conditions are met:

1. The signs will be placed in a ground floor window that provides direct line of sight into the public area of the business. Note: Permanent window signs are not permitted in windows located along private offices, storage space, display windows or windows that are opaque or otherwise do not allow viewing into the business.
2. The placement of the permanent window signs is on the same wall as the public entrance for the business.

Permanent Window Signs	Applicant's Response	Reserved for Use by City Staff.	Applicable Code Language, TMC 19.20.050 (F)(3).
Area of window?			

Total Area of signs?			No more than ten percent of the total ground floor transparent window area along the exposed building face of a business may be occupied by permanent window signs. Spandrel, opaque and mirrored glass do not qualify for window signage.  No individual sign may be larger than six square feet.  In no case shall the total sign area in the window, including both permanent window signs and temporary window signs, exceed 25 percent of the window area.
Height of Letters and text?			No window sign shall have a height greater than eight inches.
Proposed Materials?			The signs may be made of gold or silver leaf, vinyl or paint, applied directly to the glass; etched into the glass, neon mounted or suspended behind the glass; or framed and mounted paper signs.
Method of illumination?			Signs may only utilize neon tubing.

***INSPECTIONS***

A final inspection of the sign is **required** for all signs when installation is complete. The applicant or installer is required to schedule the final Sign inspection through the City's Inspection line at (206)431-2451. The 4-digit inspection code needed for scheduling the final Sign inspection is 1510. The applicant or installer does not need to be present for the final Sign inspection

It is the responsibility of the installer to obtain the electrical permit and inspections from the City of Tukwila Permit Center at (206) 431-3670. The electrical inspector will need access to complete the Electrical portion of the inspection.

***GENERAL***

The issuance of some signage within the City may require a permit from the Washington State Department of Transportation (WSDOT). It is the applicant's responsibility to obtain all required permits from the appropriate government agency. For information on permits that may be required from WSDOT call (360) 705-7296.

The issuance of a sign permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the City. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the City shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the Director from requiring correction of errors in the construction documents and other data (TMC 19.12.020 (C)).

Pursuant to TMC 19.12.0150, sign permits shall be valid for 180 days from the date of issuance of the sign permit. The Director may approve one extension of up to 30 days if a written request is submitted to the City **BEFORE** expiration of the 180 day period.