



CITY OF TUKWILA
 Department of Community Development
 6300 Southcenter Boulevard, Tukwila, WA 98188
 Telephone: (206) 431-3670 FAX (206) 431-3665
 E-mail: tukplan@ci.tukwila.wa.us

**PERMANENT
 FREESTANDING
 SIGNS**

PERMANENT SIGN PERMIT APPLICATION

<i>FOR STAFF USE ONLY Permits Plus Type: P-SIFREE</i>	
Planner:	File Number:
Needs Electrical: Yes/No	Associated File Numbers:

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 freestanding signs on the premise and proposed location for any new freestanding sign(s).
- Method of illumination, if proposed.
- Scaled and dimensioned footing designs and height calculations. Footing designs are not required for reface or copy changes to an existing freestanding sign, provided there is no change in the sign height, area or location.
- Structural calculations if the sign has an area greater than 50 square feet and/or is taller than 15 feet. This requirement may be waived for certain refaces or copy changes to existing freestanding signs.
- Application fee listed in current fee schedule.
- One copy of a valid Washington State Contractor's license or owner's affidavit.
- 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 _____

General Information about Property

Total Length of Street Frontage Along All Streets:	
Does the site front on more than one street, but have less than 800 feet of linear frontage, combined on both streets?	
Is the site use a multi-family or institutional use in a residential zone (LDR, MDR, or HDR)?	

Freestanding Sign Worksheet

A sign permit is required for the installation of a new freestanding sign. In most circumstances the City only allows new freestanding signs to be monument style signs. Certain large premises that have gone through the Master Sign Program are eligible for grand monument signs. Information on installing a new freestanding sign is found in SECTION 1 of this application. Information on installing new grand monument signs can be found in SECTION 2 of this application.

A sign permit is also required for any proposed reface or copy change to an existing freestanding sign in the City. In some cases a reface or copy change of an existing freestanding sign requires that the sign be removed. Information on completing a reface or doing a copy change to an existing freestanding sign can be found under SECTION 3 of this application.

Section 1- New Freestanding Signs

Freestanding Signs in Commercial/Industrial Zones

Each premise is permitted to have one freestanding-monument style sign. Additional monument signs are permitted based on the total amount of linear street frontage along the premise. Table 1 below outlines the development standards and total number of signs permitted for most premises.

Total ROW of Premise	Allowable Sign Message Area ¹	Total Allowable Sign Size ²	Maximum Height	Number of Signs
Less than 400 feet	36 square feet per side/72 square feet total	54 square feet per side/108 square feet total	6 feet	One
400-599 feet	50 square feet per side/100 square feet total	70 square feet per side/140 square feet total	7 feet	One
600-799 feet	60 square feet per side/120 square feet total	80 square feet per side/160 square feet total	7 feet	One
800-999 feet	66 square feet per side/132 square feet total	88 square feet per side/176 square feet total	8 feet	Two
1,000 feet and over	72 square feet per side/144 square feet total	96 square feet per side/192 square feet total	8 feet	One for every 400 feet of linear street frontage.

Corner Properties

Some corner properties may qualify for more than one monument sign, even if they have a limited amount of street frontage. A property that borders on more than one public street, but has less than 800 total feet of linear frontage, is permitted to have one monument sign per street if the following criteria are met:

1. The property has a least 200 feet of frontage on each public street where a sign will be placed;
2. Each public street provides direct access to the property; and
3. For each separate street frontage Table 1 listed above shall be used to determine the design standards for any proposed monument sign.

General Requirements for Monument Signs in Commercial and Industrial Zones

1. **Setback.** All monument signs shall be placed at a minimum of five feet from all property lines; however no sign taller than three feet shall be placed within the sight distance triangle, unless it can be demonstrated the sign will not pose a safety risk by reducing visibility for motorists turning out into traffic.
2. **Maximum Width.** The maximum width permitted for any new monument sign is 15 feet,
3. **Address Requirement.** All new freestanding signs shall have the address number or address range of the premise listed on the structure. The address shall not be counted toward the allowable sign message area limit. Address numbers must be plainly legible and visible from the street fronting the property. The address numbers must contrast with the sign background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four inches high with a minimum stroke width of 1.5 inches.

¹ The allowable message area is either the face pane of the sign, or for channel letters or signs painted on seating or retaining walls, that portion of the sign devoted to the actual message, logo, or business name.

² Total size is the entire area of the sign, including the support structure.

Table 1, Monument Sign Details, Commercial/Industrial Zones

	Monument Sign 1	Monument Sign 2	Monument Sign 3	Monument Sign 4	Monument Sign 5	Monument Sign 6
Name of Street on which sign will be placed?						
Total Sign message area per face.						
Total Sign message area per sign.						
Total Sign Size per face						
Total Sign Size per sign.						
Width of Sign						
Sign Height (feet-inches)						
Distance from closest edge of sign to property lines (in feet)						

Freestanding Signs in Residential Zones

Institutional uses and multi-family complexes are allowed to have one monument sign for each public street that provides access to the premises. The following are the specific development standards that apply to the installation of monument signs in residential zones:

1. The area of the monument sign is limited to 30 square feet per sign face and a total of 60 square feet for all sides;
2. The sign may be up to five feet tall;
3. Maximum width of the sign shall not exceed 15 feet;
4. Location of the sign shall not interfere with sight distance of vehicles pulling in and out of the premises;
5. The sign must be located in a landscaped area. Having the sign stand-alone in a parking lot is not permitted; and
6. The sign may only use indirect lighting methods except for dynamic displays. The lighting must have no spill-over impact on adjacent properties.

Dynamic Signs in Residential Zones

In order to foster civic community outreach and communication, the City permits limited use of dynamic signs within residential zones. One permitted monument sign per premise, as outlined above, may contain a dynamic feature. The following are the specific development standards applicable to the installation of dynamic signs within residential zones:

1. The image of the sign may not change more frequently than once every ten seconds;
2. The image must appear and disappear as one image. The image may not appear to flash, undulate, pulse or portray explosions, fireworks, flashes of light, or blinking or chasing lights, or appear to move toward or away from the viewer, expand, contract, bounce, rotate, spin, twist, scroll, travel or otherwise portray movement.
3. Illumination of the dynamic sign is limited to the hours of 7AM to 10PM.
4. All signs shall have installed ambient light monitors, and shall at all times allow such monitors to automatically adjust the brightness level of the electronic sign based on ambient light conditions. Maximum brightness levels for electronic signs shall not exceed 3-foot candle above ambient light conditions, measured 100 feet from the face.

Table 2, Monument Sign Details, Residential Zones

	Monument Sign 1	Monument Sign 2	Monument Sign 3	Monument Sign 4
Name of Street in which sign will be placed along?				
Total Area of Sign.				
Sign Height (feet-inches)				
Width of Sign.				
Will the sign have a Dynamic Display?				

Section 2- Grand Monument Signs

Premises that have an approved Master Sign Program are eligible to install two grand monument signs. A grand monument sign takes the place of one of the monument signs permitted in section 1 of this application. The design of the grand monument sign shall have an architectural treatment that is consistent with the design of the building or buildings on premise in which the sign will be located.

Before you fill out this section you should first see if the premise you are applying for has an approved Master Sign Program. If not, your first step is to submit a master sign permit application. The City will not issue a permit for a grand monument sign until the Master Sign Program is approved by the City.

Table 3, Grand Monument Sign Details

	Grand Monument Sign 1	Grand Monument Sign 2	Reserved for Staff Use	For more detail see TMC 19.32.060 (B)(2).
Street in which sign will be placed along?				Each grand monument sign would substitute for one monument sign permitted in Table 1 listed above. Maximum of two grand monument signs per premise.
Total Sign Area per face. ----- Total sign area per sign.	-----	-----		Sign message area may be increased up to 100 square feet per side, 200 square feet total. For sites over 85 acres, the sign message area may be increased up to 500 square feet per side, 1000 square feet total.
Total Sign Size per face ----- Total sign size per sign.	-----	-----		No limitation on total structure size.
Sign Height (feet-inches) ----- Height of Tallest Structure on the premise where the grand monument sign will be located?	-----	-----		Height of the sign structure may not exceed the height of the tallest building on the premises, except for sites over 85 acres, the height may exceed the tallest building but shall not exceed 115 feet.
Distance from closet edge of sign to property lines (in feet)				The sign must be setback from the side and rear property lines of the premise a distance equal to the height increase requested or five feet, whichever is greater. The minimum front setback is the smaller of the front yard required in the zoning district or the height increase requested.

Section 3- Reface and Copy Change of Existing Freestanding Signs

When the current sign code became effective on August 24, 2010, the City strived to create a sign code that would reduce the impact to property owners and businesses that had existing freestanding signs on their property. The city permits refaces and copy changes to existing freestanding signs under several different scenarios:

1. A freestanding sign that conforms to the current sign code is permitted refaces and copy changes with a permit.
2. A freestanding sign that is not considered a freeway interchange sign, which was legally installed under the previous sign code but does not meet the current Sign Code, is permitted to have refaces and copy changes for up to TEN years from the effective date of the City's Sign Code (8/24/10). A permit is required for any reface or copy change. Please note, modifying the sign height, increasing the sign area, or relocating the sign is not permitted without bringing the sign into full conformance with the City's Sign Code. At the end of the ten year period the sign may remain as-is indefinitely, however additional refaces or copy changes will require that the sign be brought into conformance with the Sign Code.
3. A freestanding sign that is considered a freeway interchange sign and was legally installed under the previous sign code is permitted to have refaces and copy changes for up to FIVE years from the effective date of the City's Sign Code (8/24/10). A permit is required for any reface or copy change. Please note, modifying the sign height, increasing the sign area, or relocating the sign is not permitted. At the end of the five year period the sign may remain as-is indefinitely, however any changes to the face or structure of the sign will require that the sign be removed.
4. Freestanding signs that did not comply with the City's previous sign code, for example those that were installed while an area was in King County, are not permitted to have any changes to the face or structure of the sign without bringing the sign into conformance with the Sign Code.

Staff can help you research previous permit history to determine if your existing freestanding sign was installed under the provisions of the City's previous Sign Code.

You will note that under Section 1 of this sign permit application additional signs are allowed for premises with over 800 feet of linear street frontage or for corner properties. Even if your property qualifies for this additional signage under Section 1 you will not be able to install it until any existing non-conforming sign(s) are removed (TMC 19.36.070).

Table 4, Existing Freestanding Sign Details

	Existing Freestanding Sign 1	Existing Freestanding Sign 2	Notes:
Date of last sign permit issued by the City for sign that is being modified:			
Existing Sign Area:			
Proposed Sign Area:			
Sign Height (feet-inches):			
Distance from closet edge of sign to property lines (in feet):			

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.