

# SIGN PERMIT

## Type I Application



PO Box 1995 \* Vancouver, WA 98668-1995 \* www.cityofvancouver.us \* Phone: (360) 487-7802 Fax: (360) 487-7808

*Please review the submittal requirements. Incomplete applications will not be accepted.*

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact E-mail Address:** \_\_\_\_\_

**Property Address:** *(tax assessor serial number or nearest intersection if no address)*

\_\_\_\_\_ Suite # \_\_\_\_\_

**Total Number of Signs:** \_\_\_\_\_ **Total Valuation:** \_\_\_\_\_

	Type of Sign	Size of Sign (SF)	Weight of Sign	Illuminated?
<b>Sign # 1</b>	_____	_____	_____	_____
<b>Sign # 2</b>	_____	_____	_____	_____
<b>Sign # 3</b>	_____	_____	_____	_____
<b>Sign # 4</b>	_____	_____	_____	_____

*I/we understand that per VMC 20.210.090 (Review for Counter Complete Status), if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application counter complete. It is the responsibility of the applicant/owner to comply with all private conditions, covenants and restrictions (CC&R's) associated with this property.*

*I/we agree that City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_



## SUBMIT TO:

Community Development  
415 W. 6th ST  
Vancouver, WA 98660

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## Submittal Requirements

*Signs are subject to Type I review per VMC 20.270.  
The following information is required to be submitted with Sign Permit applications.*

- Any fees associated with the application, (including electrical and structural fee)
- SUBMITTAL REQUIREMENTS**
- Completed and signed application.
  - Two **(2)** complete sets of legible plans, including the following information:
    - a. Building elevation plans and dimensions showing fascia, rooftop and projecting signs.  
**(Photos will not be accepted for elevation plans)**
    - b. Site plan, drawn to scale, indicating the location of the sign relative to property lines, easements, rights-of-way, streets, sidewalks and other buildings or structures.
    - c. Indicate number, size and location of all existing signs on the same building, lot or premises.
    - d. Footing details for freestanding and monument signs.
    - e. Indicate method of attachment to building.
    - f. Indicate method and area of illumination.
    - g. Elevation drawing indicating overall height of sign and distance from grade for freestanding and monument signs.