

Sign (Commercial, Multi-Family & Industrial Use)

Submit to: eplans@cityofvancouver.us

Questions? 360-487-7833 | [ePlans](#)



JOB SITE LOCATION

Site address:	Suite#:	Parcel #(s):
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Project Name:

REQUIRED SIGN DATA

Total number of signs:	Valuation: \$
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TYPE OF SIGN (Complex, Directional, Fascia, Free Standing or Projecting)	SIGN SQUARE FOOT	ILLUMINATED
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

SUBMITTAL REQUIREMENTS

Fascia (wall)/Projecting	Freestanding/Business Complex/Menu Board/Directional
<p>PLANS</p> <p><input type="checkbox"/> Building Elevation</p> <ul style="list-style-type: none"> • Indicate height and width of building or suite area • Indicate size and location of all existing signs • Location of proposed fascia and/or projecting signs <p><input type="checkbox"/> Sign Detail</p> <ul style="list-style-type: none"> • Indicate height and width of the sign(s) • List the square footage of the sign(s) as measured enclosing all letters, symbols and graphics as a singular face • Show sign coverage calculations • If a projecting sign, indicate height above the sidewalk • If an electronic message center sign, indicate the reader board area does not exceed the maximum allowed % of the total sign area <p><input type="checkbox"/> Method of attachment to the building</p>	<p>PLANS</p> <p><input type="checkbox"/> Site Plan</p> <ul style="list-style-type: none"> • Drawn to scale • Proposed location of sign(s) relative to property line, easements, right-of-way, streets, sidewalks, distance to street corner and/or driveway for vision clearance <p><input type="checkbox"/> Sign Detail</p> <ul style="list-style-type: none"> • Indicate height and width of the sign(s) • List the square footage of the sign(s) as measured enclosing all letters, symbols and graphics as a singular face • Show sign coverage calculations • If an electronic message center sign, indicate the reader board area does not exceed the maximum allowed % of total sign area <p><input type="checkbox"/> Footing Details</p> <p><input type="checkbox"/> Structural engineering for signs over 6' in height</p>

CONTRACTOR

PROPERTY OWNER

Business Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Email:	Email:
Phone:	Phone:
WA State License #:	

ELECTRONIC PLANS SUBMITTER *(Required)* (Responsible for ePlans uploading & correspondence)

Name:	Phone:
Address/City/State/Zip:	

Email (Required):

ONLINE PAYMENT

Existing ePermits User Name: [Request an ePermits Account](#)

REQUIRED SIGNATURES

A complete application form, submittal documents and required information as set forth in VMC 17.08.100 must be submitted to obtain a permit. If it is determined that the application is not complete and/or the application fees have not been paid, the City may reject the application and plan review will not begin. It is the responsibility of the applicant/owner to comply with all private conditions, covenants and restrictions (CC&R's) associated with this property. As evidenced by my signature below, I/we agree that City of Vancouver staff has my/our full permission to enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.

Applicant Signature:	Date:
Property Owner Signature:	Date: