

Sign (Commercial, Multi-Family & Industrial Use)

Submit to: eplans@cityofvancouver.us

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



JOB SITE LOCATION

Site Address:	Suite#:	Parcel#:
Project Name:		

REQUIRED SIGN DATA

Total number of signs:	Valuation: \$	
TYPE OF SIGN (Complex, Directional, Fascia or Free Standing)	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
PLANS <input type="checkbox"/> Building Elevation <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 <input type="checkbox"/> Sign Detail <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 <input type="checkbox"/> Method of attachment to the building	PLANS <input type="checkbox"/> Site Plan <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 <input type="checkbox"/> Sign Detail <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 <input type="checkbox"/> Footing Details <input type="checkbox"/> Structural engineering for signs over 6' in height

CONTRACTOR

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

OWNER

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

ELECTRONIC PLANS SUBMITTER (Required) Responsible for ePlans uploading and correspondence.

Name:
Phone:
Email (Required):

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: