



**CITY OF TUMWATER**  
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Email: [cdd@ci.tumwater.wa.us](mailto:cdd@ci.tumwater.wa.us)  
(360) 754-4180

**SIGN PERMIT**  
**Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

**APPLICANT INFORMATION** (please print neatly)

NAME OF APPLICANT: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

In order to install a sign, a submittal for a Sign Permit shall consist of all items on this checklist unless waived by Staff.

<b>A. APPLICATION AND REQUIRED COPIES</b>	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.		<input type="checkbox"/>	<input type="checkbox"/>
2. Two copies of all drawings.		<input type="checkbox"/>	<input type="checkbox"/>
<b>B. SITE PLAN</b>	N/A	Provided	Staff
1. The site plan(s) shall be fully dimensioned showing the proposed sign location, property lines, street frontages, building layout, easements, and building setback lines.		<input type="checkbox"/>	<input type="checkbox"/>
2. Draw plan to scale of 1" = 10' or larger.		<input type="checkbox"/>	<input type="checkbox"/>
3. List complete parcel number(s).		<input type="checkbox"/>	<input type="checkbox"/>
4. Show:			<input type="checkbox"/>
a. Date, north arrow and scale.		<input type="checkbox"/>	
b. Zoning designation.		<input type="checkbox"/>	
<b>C. FOR FREE STANDING PYLON SIGNS</b>	N/A	Provided	Staff
1. Provide:			<input type="checkbox"/>
a. Stamped, signed engineering calculations.		<input type="checkbox"/>	
b. Footing/foundation drawings.		<input type="checkbox"/>	
c. Detail of the connection of the pylon to the foundation.		<input type="checkbox"/>	
d. Elevation drawings with dimensions of all faces of the sign.		<input type="checkbox"/>	
e. Height of top of sign from ground level.		<input type="checkbox"/>	
<b>D. FOR MONUMENT SIGNS</b>	N/A	Provided	Staff
1. Provide:			<input type="checkbox"/>
a. Footing/foundation drawings.		<input type="checkbox"/>	
b. Elevation drawings with dimensions of all faces of the sign.		<input type="checkbox"/>	
c. Height of top of sign from ground level.		<input type="checkbox"/>	

**Sign Conditional Exemption Submittal Checklist**

<b>E. FOR WALL MOUNTED SIGNS</b>	N/A	Provided	<b>Staff</b>
1. Provide:			<input type="checkbox"/>
a. Drawing of the entire wall of the building the sign is mounted on with the sign superimposed on the wall, dimensioned.		<input type="checkbox"/>	
b. Detail of the wall construction where the sign is to be mounted.		<input type="checkbox"/>	
c. Elevation drawings with dimensions of all faces of the sign.		<input type="checkbox"/>	
d. Detail of the mounting system/hardware used to connect the sign to the wall.		<input type="checkbox"/>	
e. If the proposed sign is to be mounted on a building, provide the total square footage of the “public façade” of the building (height of main roofline x width). “Public façade” means any side of a commercial building having a doorway open for regular ingress/egress by customers. For multiple tenant facilities having individual entrances for different businesses, the “public façade” of a particular business shall mean that portion of the total public façade upon which the business has frontage.		<input type="checkbox"/>	
f. If the sign will project into the existing right-of-way or over a walking surface, provide detail of projection and height of bottom of sign from walking surface.		<input type="checkbox"/>	
<b>F. ADDITIONAL INFORMATION</b>	N/A	Provided	<b>Staff</b>
1. Provide inventory of all signs on site by type and size.		<input type="checkbox"/>	<input type="checkbox"/>
2. If sign is to be illuminated, show method of illumination.		<input type="checkbox"/>	<input type="checkbox"/>
<b>G. ELECTRONIC SUBMITTAL</b>	N/A	Provided	<b>Staff</b>
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A through F above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.		<input type="checkbox"/>	<input type="checkbox"/>

I verify that all required documents associated with this application have been submitted.

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date