

Listed below is the information that needs to be provided in order to submit a complete application for a *monument sign* building permit. Staff will not process incomplete applications.

SUBMITTAL REQUIREMENTS

- Completed and signed application form, including proof of a valid State Contractor's License and a City of Lynnwood Business License.
- Two (2) complete, to-scale sets of detail plans, including:
 - Name and address of contractor/installer and property address
 - Dimensions, including height, clearance to bottom of sign, and total square footage per side
 - Installation details
 - Structural calculations approved with stamped plans
 - Footing details, including reinforcements and connection details for post to footing and for sign to post
- Two (2) complete, to-scale sets of site plans, including:
 - Name and address of contractor/installer and property address
 - Nearest structure with an address
 - North arrow
 - Setback from property lines to the leading edge of the sign
 - Location of any existing ground, monument or pole signs
 - Location of adjacent streets and driveways
 - Length of lineal street frontage
 - Existing features such as landscaping, parking stalls, etc.
 - Location and species list for required landscaping
- Electrical permit application, if applicable.

ADDITIONAL REQUIREMENTS

- For additional requirements for commercial monument signs, see Lynnwood Municipal Code (LMC) 21.16.310(A)(1).
- The sign base must be at least three (3) feet wide *and* at least 50% of the width of the sign face.
- The sign may not be located in the 20 ft. driveway or intersection sight distance triangles (see Figure 4 of LMC 21.16).
- Two (2) feet of evergreen landscaping which is protected by a raised curb or other means is required around the entire base of the sign.
- Maximum sign size: 35 square feet at the minimum setback, plus 2 additional square feet in size per additional 1 foot from the minimum setback
Maximum height: 6.5 feet at the minimum setback, plus 1 additional foot in height permitted per additional 1.5 feet from the minimum setback
Minimum setback from Right-of-Way: 10 feet
Minimum side setback from residential property: 25 feet
Minimum side setback from all other property: 10 feet

NOTE

Full plan review fees are due upon submittal and are calculated based on valuation of the project.

Building Permit Application

B

Permit Number: _____

Assoc. Permits: _____

Please read and follow all instructions on your application, submittal checklists and/or applicable supplemental forms carefully. Staff will not process incomplete applications. Please print or type legibly.

Please complete as applicable (check all that apply):			
<input type="checkbox"/> Residential	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition*	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Alteration	<input type="checkbox"/> SPCC*	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Addition	<input type="checkbox"/> SWPPP*	<input type="checkbox"/> Fire Suppression/Sprinkler
*SPCC (Spill Prevention, Control and Countermeasures Plan) *SWPPP (Stormwater Pollution Prevention Plan) The plans can be obtained online at http://www.ci.lynnwood.wa.us/City-Services/Environmental--Surface-Water-and-Storm-Water/Environmental-Documents-and-Reports.htm .			
Description of Work:			
CONTRACT VALUE (EXCLUDING SALES TAX, SEE "FEES" BELOW): \$			
Occupant Name:			Phone:
Site Address:			Suite Number(s):
City:	State:	Zip:	Fax:
Email:			
Property Owner:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Architect/Engineer Name:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contractor Name:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
State Contractor's License Number:		City Business License Number:	
E-Mail:			
Primary Contact Name:			Phone:
Address:			Cell:
City:	Fax:	Zip:	
E-Mail:			

ALL RESIDENTIAL APPLICANTS MUST NOTE THE NUMBER OF EACH TYPE OF FIXTURE BELOW

PLUMBING				MECHANICAL			
No.	Type of Fixture	Fee	Total	No.	Type of Fixture	Fee	Total
	Water Closet (Toilet)	\$19.00			Furnace (up to 100,000 BTU)	\$25.00	
	Lavatory	\$19.00			Furnace (100,001 BTU or above)	\$38.00	
	Kitchen Sink/Disposal	\$19.00			Heat Pump/AC up to 3hp/100,000 BTU	\$32.00	
	Dishwasher	\$19.00			Heat Pump/AC up to 15hp/100,000 BTU	\$50.00	
	Lawn Sprinkler System	\$19.00			Heat Pump/AC up to 30hp/1,000,000 BTU	\$69.00	
	Clothes Washer	\$19.00			Heat Pump/AC up to 50hp/1,750,000 BTU	\$88.00	
	Drainage	\$19.00			Heat Pump/AC over 50hp/1,750,000 BTU	\$107.00	
	Vacuum Breakers	\$19.00			Ventilation Fan	\$13.00	
	Floor Sink	\$19.00			Ventilation System	\$25.00	
	Bath Tub	\$19.00			Exhaust Hood	\$32.00	
	Shower	\$19.00			Gas Stove Top	\$32.00	
	Laundry Tray	\$19.00			Gas Water Heater	\$32.00	
	Water Heater	\$19.00			Gas Dryer	\$32.00	
	Hose Bibs	\$19.00			Gas Piping	\$25.00	
	Floor Drain	\$19.00			Other:	+++	
	Water Piping	\$19.00					
	Backflow Devices	\$32.00					
	Urinal	\$19.00					
	Rainwater System	\$19.00					
	Other:	+++					
	Permit Processing Fee	\$38.00	\$38.00		Permit Processing Fee	\$38.00	\$38.00
TOTAL				TOTAL			
PLUMBING CONTRACT VALUE: \$				MECHANICAL CONTRACT VALUE: \$			

+++ **FEES:** For specific fee information, see LMC 3.104 or check the fee schedule available online or at our office.

Fees for *single-family or duplex residential buildings* are calculated by the number of fixtures (see above).

Fees for *all other buildings, including but not limited to commercial, institutional, or residential complexes of 3 units or more*, are all calculated by contract amount.

NOTICE

This permit becomes null and void if the authorized work has not been inspected by this department within 180 calendar days of issuance or for a period of 180 calendar days from the last inspection. The total life of this permit is limited to a maximum of 540 calendar days, provided it has not expired under the restrictions above. One extension request for 180 calendar days may be granted if a written request is submitted to the building official showing just cause before the expiration date.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Print Name of Owner/Agent: _____

Signature of Owner/Agent: _____ Date: _____