

Listed below is the information that needs to be provided in order to submit a complete application for a *wall 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 plans, a minimum of 11" by 17", including:
 - Name and address of contractor/installer and property address
 - Scale and north arrow
 - Location of proposed sign in relation to the tenant space
 - Lineal feet of tenant space along building frontage (public entrance or street)
 - Orientation of the sign to the street or public access door
 - Dimensions and total square footage of *proposed* sign
 - Dimensions and total square footage of *existing* signage, if any
 - Material specifications
 - Installation specifications, including wall construction type and the size, type and spacing of fasteners
 - Illumination, if any
- For a projecting sign, also provide:
 - Dimension of projection from the wall; and
 - Clearance below the sign; and
 - Identify what is below the sign (sidewalk, parking area, etc.); and
 - Setback to property line if projecting further than two (2) feet
- Electrical permit application, if applicable.

ADDITIONAL REQUIREMENTS

- For additional requirements for commercial wall signs, see Lynnwood Municipal Code (LMC) 21.16.310(B)(1).
- For additional requirements for residential wall signs, see LMC 21.16.290(G).
- Permitted sign area is determined by frontage, or whether the tenant space has a primary public entrance from the outside or is oriented towards a public street. For a complete definition of frontage, see LMC 21.02.358.
- Any proposed signage at Alderwood Mall needs to have approval stamps by General Growth Properties.

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: _____