

SIGN PERMIT SUBMITTAL CHECKLIST

Use this document to help you submit all the required documents for your permit.

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Standards](#) for naming conventions and other requirements
- Multiple signs for the same business may be submitted under one application
- Fees are due at time of application

SUBMITTAL REQUIREMENTS

Building Permit Application

[Building Permit Application \(lynnwoodwa.gov\)](http://lynnwoodwa.gov)

Required Plans

- Title Block on each page of the plans
 - Name of project
 - Address of contractor/installer and property address
 - Address of project
- Site Plan
 - North arrow
 - On-site buildings and structures, parking locations and significant landscaping
 - Sign location, including setback from property lines
 - Location of any existing signs
 - Location of adjacent streets and driveways
 - Length of lineal street frontage
- Sign Details [LMC 21.16.310 \(A\)](#)
 - Sign dimensions, including height, clearance to bottom of sign, and total square footage
 - Sign design, including colors, materials, and illumination
 - Mounting, attachments, and weight details
 - Footing details (if applicable), including reinforcements and connection details
 - Structural calculations approved with stamped plans (if applicable)
 - Sight distance triangles from roadways and driveways (if applicable)
 - If the base of the sign sits lower than the adjacent right-of-way, provide site topography or cross-section detail (if applicable)

- Electrical Permit
 - For illuminated signs please submit a separate [electrical application](#)
- Right-of-Way Use Permit
 - If you will be doing work in the right of way, please apply for [a right of way use permit](#) (required for traffic/pedestrian control during installation)
- Banner Permit
 - If you are proposing a temporary banner sign, please refer to the [Business Banner Sign Guide](#) for requirements and regulations.
 - In your application, please identify the type of event (Pre-Grand Opening, Grand Opening, or Periodic Business event) and the duration of time the banner is requested.