



**THE CITY OF FIRCREST**

115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

**SIGN PERMIT APPLICATION**

Address/Location of Sign	Parcel #
Property Owner	Phone:
Address	
Applicant	Phone:
Address	
Contractor	Phone:
Address	
Contractor License Number	Expires:
Applicant Status: <input type="checkbox"/> Property Owner <input type="checkbox"/> Leasee <input type="checkbox"/> Contractor	

Submittal Requirements:

- Two copies of a scaled site plan showing the location of the affected lot, building(s) and sign(s)
- Two copies of a scaled drawing of the proposed sign or sign revision showing dimensions, area, height, structural footing details, method of attachment, type of illumination, and other construction details
- Two copies of supporting documentation including material specifications, calculation for dead load and wind pressure, photographs of site and building marked to show where sign is proposed, and any other information required by the director to ensure compliance with applicable code requirements
- Written consent of the sign owner and the owner of the building, structure or property where the sign is to be erected
- A nonrefundable filing fee (\$90.00 per sign) in accordance with the planning services fee schedule established by Council resolution
- Documentation demonstrating that the sign installer has a valid Washington State Contractor's License when a sign requires a building permit, unless the sign is being installed by the owner of the sign

Sign Description:                       New sign                                               Change to existing sign  
 Sign Classification                       Entry/Exit/Incidental                                               Identification

Sign type:    Freestanding    Wall Mounted (includes awning)    Projecting    Portable    Other

Description of Sign(s): Dimensions: \_\_\_\_\_ x \_\_\_\_\_      Height: \_\_\_\_\_      Area: \_\_\_\_\_ sq. ft.  
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Is the sign to be lighted?    Yes                       No

If yes, lighting must comply with FMC 22.26.011 illumination standards. Please provide documentation that certifies compliance with these standards.

Are there existing signs on the premises?  No  Yes How many? \_\_\_\_\_

If yes, describe below – type, number of, size, location, and provide photos and/or drawings of each sign.

Type: \_\_\_\_\_  
Number of: \_\_\_\_\_  
Size: \_\_\_\_\_  
Location: \_\_\_\_\_

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Number of: \_\_\_\_\_  
Size: \_\_\_\_\_  
Location: \_\_\_\_\_

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Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Owner of building, structure or property where sign is to be erected \_\_\_\_\_

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Sign Owner \_\_\_\_\_

It is the responsibility of the installer to obtain an electrical permit (if required) and request an electrical inspection from Tacoma Power – (253) 502-8277.