



CITY OF GIG HARBOR
SIGN PERMIT APPLICATION

CITY USE ONLY

Case Number
Date Received
By
Receipt
By

Approved Denied

sign code administrator date

Name of business

Applicant

(name)
(street address) (telephone)
(city & state) (zip)

Property location:

(Property address)
(Building or project name)
(Tenant space #)
Zoning Designation

Owner

(name)
(street address) (telephone)
(city & state) (zip)

Sign Manufacturer or Contractor

Company Name
Representative
(street address)
(city & state)
(telephone)

I (We)

(signature) (date)
(signature) (date)

do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.

Site Information:

Is building occupied by more than one tenant? Yes No
If yes, is signage regulated by a master sign plan? Yes No

What is the total area of the wall plane on which signage is proposed to be placed?

Please indicate the total square footage* of any existing signage on the wall plane proposed for signage as follows:

Wall Signs
Window Signs
Projecting Signs (signs perpendicular to or projecting more than one foot from the wall)

Are there any existing monument or free standing signs on the premises? Yes No

Will sign be visible from SR-16? Yes No

* Square footage is determined by calculating the area of the smallest parallelogram (rectangle, square ect.), circle or triangle that the full text of the sign will fit within, including spaces between lines, letters and words.

Proposed Sign Description

Type of Sign: (check all that apply)

- New Sign Reface/Modification of Existing Sign
 Wall Sign Projecting Sign Freestanding Sign Window Sign
 Internal Illumination External Illumination No Illumination

Area of Sign: (list each proposed sign separately)

| | |
|--|--|
| $\frac{\text{_____}}{\text{height}} \times \frac{\text{_____}}{\text{width}} = \frac{\text{_____}}{\text{area}}$ | $\frac{\text{_____}}{\text{height}} \times \frac{\text{_____}}{\text{width}} = \frac{\text{_____}}{\text{area}}$ |
| $\frac{\text{_____}}{\text{height}} \times \frac{\text{_____}}{\text{width}} = \frac{\text{_____}}{\text{area}}$ | $\frac{\text{_____}}{\text{height}} \times \frac{\text{_____}}{\text{width}} = \frac{\text{_____}}{\text{area}}$ |
| $\frac{\text{_____}}{\text{height}} \times \frac{\text{_____}}{\text{width}} = \frac{\text{_____}}{\text{area}}$ | $\frac{\text{_____}}{\text{height}} \times \frac{\text{_____}}{\text{width}} = \frac{\text{_____}}{\text{area}}$ |

For monument sign proposals:

Height of sign above ground level: _____ feet, _____ inches.

For projecting sign proposals:

Clearance below sign*: _____ feet, _____ inches.

*All projecting signs must maintain a clearance of eight feet above sidewalks and walkways, and fifteen feet above vehicular ways.

Application Checklist

The completed sign application **must** be accompanied by the following information. Please check the appropriate box to verify that the information as described is attached:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of a site plan showing the location of the affected lot, buildings, and signs, showing both existing and proposed signs. |
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of a scale drawing of the proposed sign or sign revision , including size, height, copy, material specifications, method of attachment, illumination, and other technical details as may be required by the Planning and Building Division. |
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of a scale drawing of the wall plane proposed for signage (not required for proposals which do not include wall mounted signs). |
| <input type="checkbox"/> | <input type="checkbox"/> | Written consent from the owner of the building, structure or property on which the sign is to be located. |
| <input type="checkbox"/> | <input type="checkbox"/> | The appropriate sign permit fees . |
| <input type="checkbox"/> | <input type="checkbox"/> | Building permit application and fees (if applicable). |