



CITY OF TUKWILA
Department of Community Development
 6300 Southcenter Boulevard, Tukwila, WA 98188
 Telephone: (206) 431-3670 FAX (206) 431-3665
 E-mail: signpermits@tukwilawa.gov

NOTICE OF COPY CHANGE

INFORMATION

The Tukwila Sign Code requires sign permits for most refaces and copy changes to existing freestanding signs in the City. However, some monument signs that meet current Code standards may have a new panel or lettering installed without having to obtain a new permit. If a monument sign complies with ALL of following requirements, a new sign permit is not needed:

1. The monument sign was authorized by the City under a sign permit that was issued after August 24, 2010;
2. The property owner, or authorized agent of the property owner, was the applicant to secure the permit;
3. The reface or copy change does not include any structural changes to the sign that result in a change of sign or message areas, modification in sign height, or inclusion of a dynamic sign component; and
4. The location of the sign does not change.

If the monument sign meets the criteria listed above, you may change the copy or reface the sign without a permit, provided that within 30-days of completing the work this form is returned to the City. You can mail the required documentation to the address above or email it to signpermits@tukwilawa.gov.

Required Information:

Address of Monument Sign: _____

Sign Permit Number (must have been issued after 8/24/10): _____

Sign Contractor: _____

Contractor's City of Tukwila Business License # _____

Contact Person Name: _____

Contact Person Phone Number: _____

Attach Color Photos of Sign Before and After Change

Note: If you have any questions whether a sign is eligible under this program, please call the Department of Community Development at (206) 431-3670 or send an email to signpermits@tukwilawa.gov.

Electrical permits may still be required. Sign permits are still required for all reface or copy changes to existing building mounted signs.