



**CITY OF TUKWILA**  
 Department of Community Development  
 6300 Southcenter Boulevard, Tukwila, WA 98188  
 Telephone: (206) 431-3670

**PERMANENT SIGNS**  
*Building Mounted And*  
*Freestanding*

**PERMANENT SIGN PERMIT APPLICATION**

<i>FOR STAFF USE ONLY</i>	
Planner :	File Number :
Needs Electrical : Yes / No	Associated File Numbers :

Zoning of Site:  Commercial/Industrial  Residential

Number of Building Mounted Signs included in application: \_\_\_\_\_

Number of Freestanding/Monument Signs included in application: \_\_\_\_\_

Other signs included in application (Dynamic / Canopy /Awning / Other): \_\_\_\_\_

Text on sign will read: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Address of Tenant / Business: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor State License #: \_\_\_\_\_

Contractor's City of Tukwila Business License #: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contact Name for Permit: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

I HEREBY CERTIFY that the information contained in this application and the materials furnished to the City by me are true. I understand that if I provide incorrect information on this application or submit plans that are not correct, it could delay issuance of a permit or, if the permit has been issued, be cause for the City to revoke the sign permit.

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 Signature of Owner or Authorized Agent

## ***APPLICATION CHECKLIST - REQUIRED***

- Valid Tukwila business license number for the sign contractor
- One copy of a valid Washington State contractor's license, or owner's affidavit
- Completed and signed application
- Payment of application fee  
**(Listed in current Fee Schedule)**
- Method of illumination – Separate electrical permit required through building division
- Two (2) copies of a dimensioned and scaled site plan
- Two (2) copies of drawings of proposed signs with area calculations
- Two (2) copies of elevations of building walls where signs will be located indicating the location and dimensions of the exposed building face used to calculate the sign area.

## ***INSPECTIONS***

**Sign permits are NOT scheduled through the automated permitting line**

Sign permit inspections are typically completed in groups once a month, allowing approximately 30 days for the sign to be manufactured and installed. Please let us know if you require more time.

If payment of the job is pending inspection, please email Teri Svedahl directly at [Teri.Svedahl@TukwilaWA.gov](mailto:Teri.Svedahl@TukwilaWA.gov) with the permit information and we will complete the inspection within 5 business days:

**It is the responsibility of the installer to obtain the electrical permit and inspections from the City of Tukwila BUILDING DIVISION Permit Center at (206) 431-3670. The electrical inspector will need access to complete the Electrical portion of the inspection.**

## ***GENERAL***

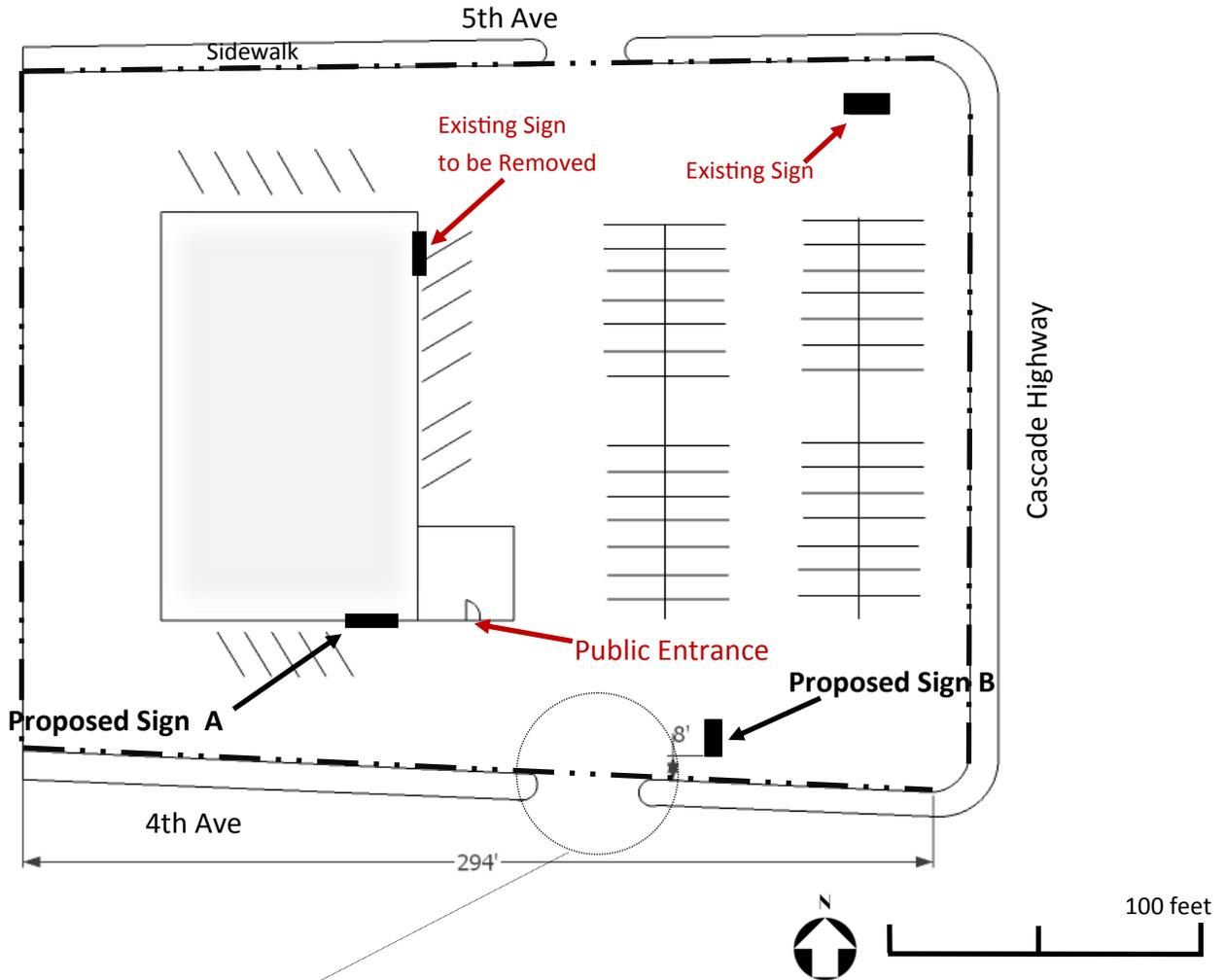
The issuance of some signage within the City may require a permit from the Washington State Department of Transportation (WSDOT). It is the applicant's responsibility to obtain all required permits from the appropriate government agency. For information on permits that may be required from WSDOT call (360) 705-7296.

The issuance of a sign permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the City. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the City shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the Director of Community Development from requiring correction of errors in the construction documents and other data (TMC 19.12.020 (C)). Pursuant to TMC 19.12.150, sign permits shall be valid for 180 days from the date of issuance of the sign permit. The Director of Community Development may approve one extension of up to 30 days if a written request is submitted to the City **BEFORE** expiration of the 180 day period.

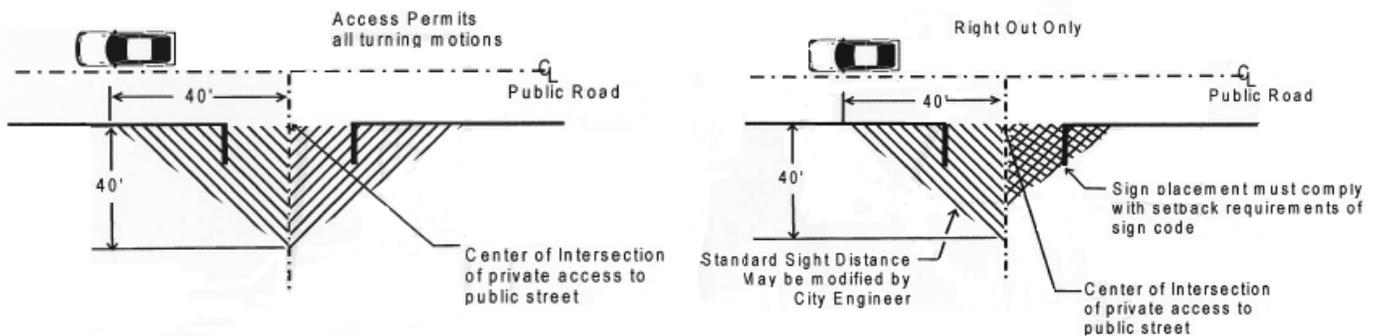
# SIGN PERMIT APPLICATION: CHECKLIST AND EXAMPLES

**FIGURE 1: Site Plan**

- Setbacks from property line(s)
- Length of street frontage
- Arrows showing location of all existing and proposed signs on site (label each sign alphabetically)
- Location of all public entrances
- Labeled streets
- Scale and north arrow



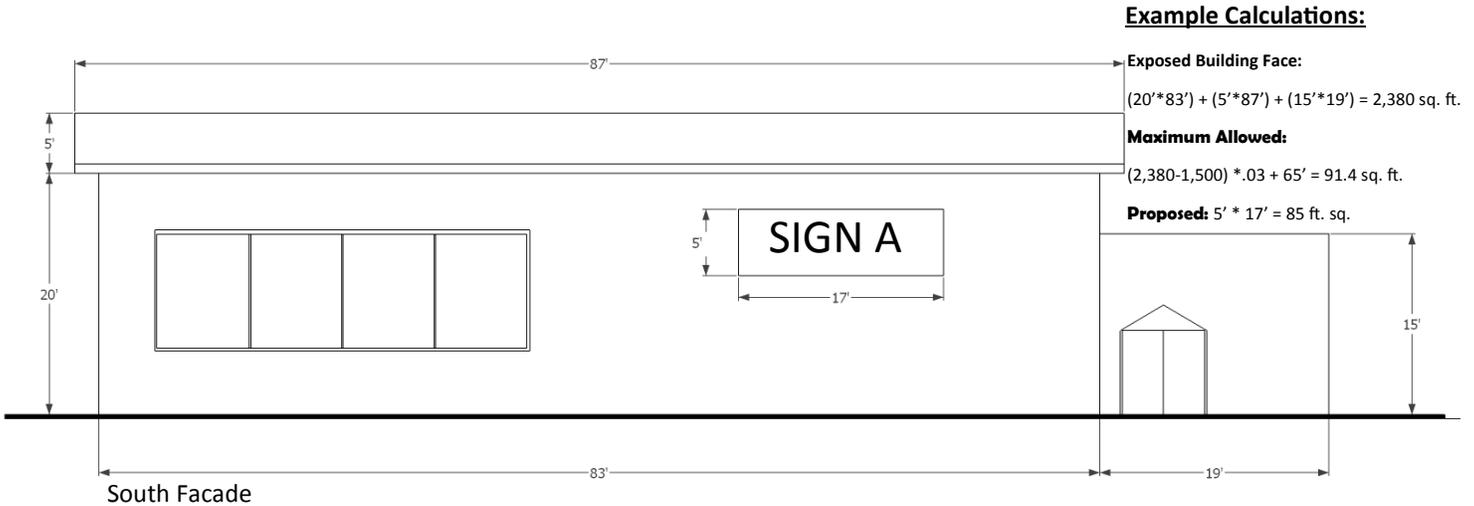
**Detail of Sight Distance Triangle**



Freestanding signs must be placed outside of sight distance triangle. Additional requirements may apply for signs at the corner of an intersection.

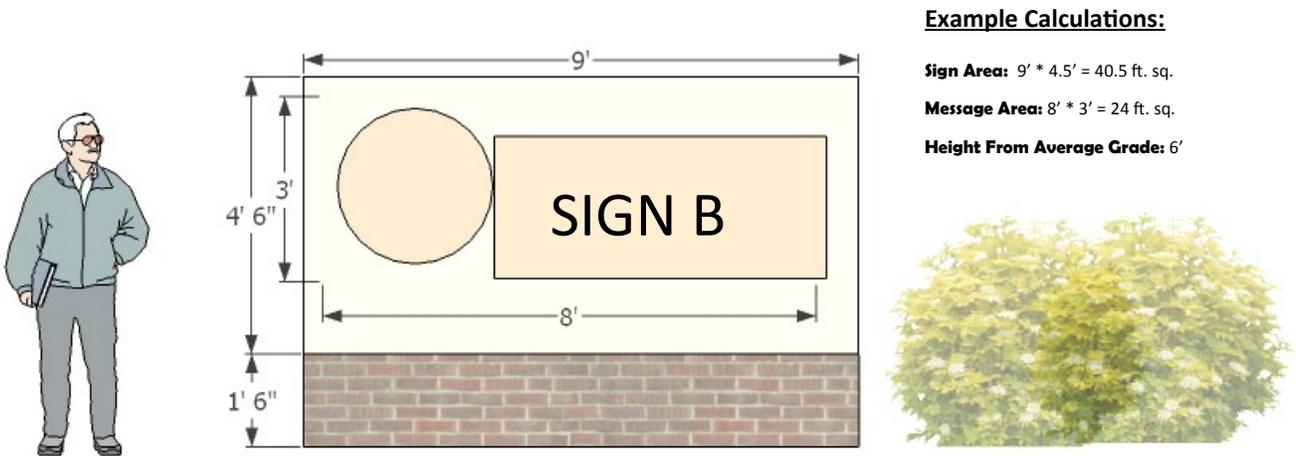
**FIGURE 2: Building Mounted Elevation View**

- Dimensions of building and calculations of exposed building face (total length \* total height of tenant space)
- Detailed drawings of individuals signs showing all dimensions as well as text and graphics
- Calculations of sign area (for instructions on calculating your maximum allowed sign see handout and/or TMC Chapter 19)
- Structural review required if weight over 400 pounds



**FIGURE 3: Freestanding Elevation**

- Height of sign from average grade
- Dimensions and calculations of total sign area and total message area
- Sign materials, color and illumination type
- Scaled and dimensioned footing designs and height calculations (not required if reface or copy changes to an existing freestanding sign, provided there is no change in sign height, area or location)
- Foundation/footing information



# Worksheet for Building-Mounted Signs in Commercial/Industrial Zones

The City's sign code permits a variety of building mounted signs, including wall signs, signs on awnings, canopy signs and projecting signs. This sign permit application can be used to determine the total number of building mounted signs permitted for your business. The application also provides the specific code standards for the common types of building mounted signs; see TMC 19 Sign Code for details. Please note that you may not qualify for all signage types outlined in this application.

## Wall Sign

Each public entrance is eligible for either a flush mounted wall sign or an awning face sign. In some cases an additional wall sign may be permitted on walls that do not have entrances, see Section 2 of this application.

Use the table below to determine the maximum permitted size<sup>1</sup> of your wall sign:

### Maximum Sign Area

AREA = (L x H) of Exposed Building Face (EBF) in square feet =	Permitted Sign Area
0-500	EBF x .05 or 20 square feet, whichever is larger
501-1,500	(EBF-500) x .04 + 25 square feet
1501-3,000	(EBF-1,500) x .03 + 65 square feet
3,001-5,000	(EBF-3,000) x .02 + 110 square feet
Over 5,000	150 square feet maximum

### Wall Sign Worksheet

*\*To meet requirements, please refer to the information and tables provided in this document*

	<u>Sign #1</u>	<u>Sign #2</u>	<u>Sign #3</u> (use add'l sheet if needed for add'l signs)	Reserved for City Use	For more detail see the Sign Code Language, TMC 19.20.050 A.
Wall Area					The size of the sign is based on the area of the wall fronting the tenant space where the sign will be located, see 19.08.110.
Maximum Sign Area					Calculate the maximum sign area allowed for the wall from the table above.
Proposed Area of Sign					Calculate the area by drawing one box around the entire sign face or copy using 90 degree angles.
Sign Copy					List what the sign will say (for example: name of business).

<sup>1</sup> This table is inapplicable if your site is covered under an approved Master Sign Program and an increase in sign area was granted.

## **Incentive Signage Provision**

Businesses may be permitted additional flush-mounted building signage on walls fronting their tenant spaces that do not qualify for the signage described in Section 19.20.50.A, under the following circumstances:

- a. The business or use may not have any other building-mounted signage oriented in the same direction as the incentive sign.
- b. Architectural interest must be provided through at least one of the following methods:
  - 1) At least 50 percent of the wall area between the height of two and seven feet must be transparent with either an unobstructed view into the business or use, or a display window with a depth of at least three feet.
  - 2) Architectural detailing consistent with the building design using changes in color, materials, texture and variations in the wall plane.
  - 3) Artwork such as mosaic, mural or sculptural relief over at least 50 percent of the wall surface.
  - 4) One or more trellises covering at least 50 percent of the wall area between the height of two and seven feet, planted with climbing vines and other plant materials in a planting bed at least two feet in width and provided with permanent irrigation.
  - 5) The allowable area of the sign is 50 percent of that calculated in “Table 2<sup>2</sup> – Allowable Message Area for Permanent Wall Signs in Commercial and Industrial Zones.”

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<sup>2</sup> See table on front side – “maximum sign area”

# Worksheet for Signs in Residential Zones

Institutional uses and multi-family complexes are allowed one flush-mounted wall sign per building and one freestanding monument-style sign for each public street that provides access to the premise.

## Monument / Free-Standing Sign Design Standards

1. The area of a monument sign is limited to 30 square feet per sign face and a total of 60 square feet for all sides. Monument signs located on a premise with at least one building that is certified as LEED by the GBCI shall be permitted to be 35 square feet per face and a total of 70 square feet for all sides.
2. Monument signs shall be no taller than five feet.
3. Maximum width of the sign shall not exceed 15 feet.
4. The sign must meet sight distance triangle restrictions.
5. The sign shall be located in a landscaped area.
6. The sign may only use indirect down lighting methods except for dynamic signs as allowed under TMC 19.20.030 (D). The lighting shall have no spillover impact on adjacent properties.
7. A monument sign permitted under this section is permitted to a complete reface, panel changes and copy changes without the need to obtain a new permit, provided ALL of the following criteria are met:
  - a. The monument sign was authorized by the City under a permit issued on or after August 24, 2010.
  - b. The property owner, or authorized agent of the property owner, was the applicant to secure the permit as required under this section.
  - c. The reface or copy change **does not include any structural changes** to the sign that result in a change of sign or message *area*, modification in sign height, inclusion of a dynamic sign component, or change in the monument sign's location.
  - d. Within 30 days of completion of the copy change or reface, the property owner or authorized agent shall transmit to the City a Notice reface / copy change

## Flush-Mounted Building Sign Design Standards

1. The maximum area of any flush-mounted building sign is limited to the calculation from Table 2 in Section 19.20.050; however, in no case shall the area of a flush-mounted building sign be greater than 50 square feet.
2. Lighting for flush-mounted building signs shall be limited to indirect, concealed and backlit devices. The lighting shall produce no spillover or glare onto adjacent properties.

Table 2:

Area (L*H) of Exposed building face (EBF) in Square Feet	Permitted Sign Area
0 - 500	$EBF * .05$ or 20 square feet
501 – 1,500	$(EBF - 500) * .04 + 25$ square feet
1,501 – 3,000	$(EBF - 1,500) * .03 + 65$ square feet
3-001 – 5,000	$(EBF - 3,000) * .02 + 110$ square feet
Over 5,000 (except for buildings within the MIC/H District)	150 square feet maximum size permitted

*(See reverse side for requirements for dynamic signs in residential zones.)*

## Requirements For Dynamic Signs In *Residential Zones*

1. One monument sign per premise, as permitted under Section 19.20.030.B, may contain a dynamic feature.

The following design standards apply to all dynamic signs installed under this section:

- a. The image of the sign may not change more frequently than once every ten seconds.
- b. The image must appear and disappear as one image. The image may not appear to flash, undulate, pulse or portray explosions, fireworks, flashes of light, or blinking or chasing lights, or appear to move toward or away from the viewer, to expand, contract, bounce, rotate, spin, twist, scroll, travel or otherwise portray movement.
- c. Illumination of the dynamic sign is limited to the hours of 7AM to 10PM.
- d. All signs shall have installed ambient light monitors, and shall at all times allow such monitors to automatically adjust the brightness level of the electronic sign based on ambient light conditions. Maximum brightness levels for electronic signs shall not exceed 3-foot candle above ambient light conditions, measured 100 feet from the face.

2. **Notice of Understanding.** The owner of any dynamic sign installed per this subsection must submit a letter to the Director stating that he/she understands and agrees to abide by the above requirements.

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### Residential Sign Worksheet

*\*To meet allowable signage requirements, please refer to the information and tables provided on page 1*

#### Residential Zone Monument / Free-Standing Sign

Square footage of sign face: \_\_\_\_\_

Total square footage of all sides: \_\_\_\_\_

Sign height (maximum of 5 feet): \_\_\_\_\_

Sign width (maximum of 15 feet): \_\_\_\_\_

#### Residential Zone Flush-Mounted Building Sign (Wall Sign)

Area of Exposed Building Face (sq. ft.): \_\_\_\_\_

Maximum permitted sign area: \_\_\_\_\_

Proposed area of sign: \_\_\_\_\_

# Worksheet for Freestanding Signs in Commercial/Industrial Zones

A sign permit is required for the installation of a new freestanding sign. In most circumstances the City only allows new freestanding signs to be monument style signs. Certain large premises that have gone through the Master Sign Program are eligible for grand monument signs. Information on installing a new freestanding sign is found in section 1 of this application, with information on installing new grand monument signs following section 1.

## Freestanding Signs

Each premise is permitted to have one freestanding-monument style sign. Additional monument signs are permitted based on the total amount of linear street frontage along the premise. Table 1 below outlines the development standards and total number of signs permitted for most premises.

Total ROW of Premise	Allowable Sign Message Area <sup>1</sup>	Total Allowable Sign Size <sup>2</sup>	Maximum Height	Number of Signs
Less than 400 feet	36 square feet per side/72 square feet total	54 square feet per side/108 square feet total	6 feet	One
400-599 feet	50 square feet per side/100 square feet total	70 square feet per side/140 square feet total	7 feet	One
600-799 feet	60 square feet per side/120 square feet total	80 square feet per side/160 square feet total	7 feet	One
800-999 feet	66 square feet per side/132 square feet total	88 square feet per side/176 square feet total	8 feet	Two
1,000 feet and over	72 square feet per side/144 square feet total	96 square feet per side/192 square feet total	8 feet	One for every 400 feet of linear street frontage.

### General Requirements for Monument Signs in Commercial and Industrial Zones

1. **Setback:** All monument signs shall be placed at a minimum of 5 feet from all property lines; however no sign taller than three feet shall be placed within the sight distance triangle, unless it can be demonstrated the sign will not pose a safety risk by reducing visibility for motorists turning out into traffic.
2. **Maximum Width:** The maximum width permitted for any new monument sign is 15 feet,
3. **Address Requirement:** All new freestanding signs shall have the address number or address range of the premise listed on the structure. The address shall not be counted toward the allowable sign message area limit. Address numbers must be plainly legible and visible from the street fronting the property. The address numbers must contrast with the sign background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1.5 inches.

<sup>1</sup> The allowable message area is either the face pane of the sign, or for channel letters or signs painted on seating or retaining walls, that portion of the sign devoted to the actual message, logo, or business name.

<sup>2</sup> Total size is the entire area of the sign, including the support structure.

### Corner Properties

Some corner properties may qualify for more than one monument sign, even if they have a limited amount of street frontage. A property that borders on more than one public street, but has less than 800 total feet of linear frontage, is permitted to have one monument sign per street if the following criteria are met:

1. The property has a least 200 feet of frontage on each public street where a sign will be placed;
2. Each public street provides direct access to the property; and
3. For each separate street frontage Table 1 listed above shall be used to determine the design standards for any proposed monument sign.

### Non-Conforming Signs

Some properties that have a non-conforming sign permit may be able to reface or change the panels of existing non-conforming signs provided the area, height, and location remain unchanged. For more information see chapter 19.36 of the Tukwila Municipal Code.

### **Free Standing Sign Worksheet**

*\*To meet requirements, please refer to the information and tables provided in this document*

	<b>Monument Sign 1</b>	<b>Monument Sign 2</b>	<b>Monument Sign 3</b>	<b>Monument Sign 4</b>
<b>Name of street on which sign will be placed</b>				
<b>Sign size per face</b>				
<b>Message area per face</b>				
<b>Width of Sign</b>				
<b>Sign Height (ft-in)</b>				
<b>Distance (ft) from closest edge of sign to property lines</b>				
<b>Text on Sign</b>				