

## 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)

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| <input type="checkbox"/> | <b>Banner Permit</b> <ul style="list-style-type: none"><li>• If you are proposing a temporary banner sign, please refer to the <a href="#">Business Banner Sign Guide</a> for requirements and regulations.</li><li>• 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.</li></ul> |
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