

SIGN PERMIT APPLICATION



Permit Number _____

SITE INFORMATION

Business Name:	Site Address:
Zoning District:	Parcel Number:

PROPERTY OWNER

Name:	Phone:
Mailing Address:	E-Mail:

CONTRACTOR

Name:	Phone:
Mailing Address:	E-Mail:
Burien Business License:	Expiration Date:
Contractor's License Number:	Expiration Date:

CONTACT FOR THIS PROJECT

Name:	Phone:
Mailing Address:	E-Mail:

WALL SIGNS: Awning, Channel Letters, Cabinet, Canopy, Blade, Projecting, Readerboard, etc.

	Sign Type	Primary or Secondary Building Frontage	Illuminated? No/Internal/External	Sign Area	Reface? Yes/No	Length of User's Portion of Building Façade
1						
2						
3						
4						

FREESTANDING SIGNS: Monument, Pole, Residential Project Identification, Multi-tenant Complex, etc.

	Sign Type	Illuminated? No/Internal/External	Sign Area Width x Height	Overall Sign Height	Reface? Yes/No	Length of Street Frontage
1						
2						

Project Valuation: \$ _____

The undersigned hereby agrees to display the signs in accordance with the Burien Municipal Code, and further, is authorized by the owner of the above premises to perform the work and display the signs for which the permit application is made.

Applicant's Signature: _____

The purpose of this handout is to help you in obtaining your sign permit with the least amount of delay. Any specific questions regarding signs, such as size and height limitations, should be directed to the City Planner or through the City's website: www.burienwa.gov.

I. Permitting Process – the City strives to review sign permits within a week.

- A. Submit sign permit application and fees. **All information, plan review fee and plans must be provided before the application can be accepted.**
- B. The application is routed to the Planning Department for review. If the application does not meet the Zoning code, the applicant will be notified and the application will be returned. Once approved, the application is routed to the building department for their review.
- C. After the Building Department has approved the sign plans, the Permit Technician will notify the applicant that the sign permit is ready to be issued. A sign permit fee is due at time of issuance.

II. Sign Permit Application -

- A. **Form:** Complete the Sign Permit Application form. **Any space left blank will delay permit processing.**
- B. **Plan review fee:** A check payable to "City of Burien" is due upon submittal of a complete permit application. All fees are based on the valuation of the project. If you plan to submit the application and fees through the mail, you may call a permit technician to determine the application fee. **Checks for incorrect amounts will not be accepted.** Fees are not refundable.
- C. Illuminated signs require an electrical permit and must be obtained by a licensed electrician.

III. Two sets of the following plans are required:

- A. **Wall Signs:**
 - Drawings of the building elevation, showing the proposed sign(s) and all existing signs.
 - Attachment detail showing sign material/building type (wood, brick) and size/type of fasteners.
- B. **Freestanding Signs:**
 - Dimensional drawings showing the type of sign as designated in the Sign Code, including the support structure and the height of the sign, and if lighted, the method of illumination.
 - Site plans showing all structures, the abutting right-of-way line of each street & location of the proposed sign & each existing freestanding sign on the property. Show dimensioned setback from the property line to closest portion of the sign.
 - Footing detail of sign; engineering required on signs over 6' in height & shall show lateral and gravity calculations.
 - Landscape plans complying with the standards of Type IV landscaping as described in BMC Chapter 19.25.
 - If a freestanding sign is located near a street or access easement, show the sight distance triangle per BMC Chapter 19.17.240.

The purpose of the following section is to inform applicants of some of the more pertinent sign standards and regulations. **The following section does not contain all of Burien's sign regulations.** A complete listing of all sign regulations can be obtained at City Hall or through the City's website: www.burienwa.gov. Building Code information may be obtained from the Building Division.

I. Construction and Installation Requirements

- A. The minimum setback for a freestanding sign is 5 feet, except no setback is required in the DC, CN and SPA-1 zones.

- B. Signs placed in the right-of-way or projecting over the right-of-way require a right-of-way permit through Public Works and a certificate of liability insurance.
- C. Signs shall be constructed out of durable, permanent materials able to withstand typical northwest weather. Signs and copy shall be of professional quality (BMC 19.30.070.6).
- D. Exterior wall signs shall not cover or interfere with architectural building details, windows, doors, fire escapes, stairways, or other openings intended to provide light, air, ingress, or egress (BMC 19.30.070.7).
- E. New freestanding signs must be landscaped pursuant to BMC 19.30.060.4.J.
- F. Except as specifically allowed in Table 19.30-1, no sign may contain or use any of the following:
 - 1. Illumination that exceeds $\frac{1}{2}$ statutory daylight measured directly from any distance greater than three feet. Neon is exempt from this standard.
 - 2. Illumination that exceeds $\frac{1}{16}$ statutory daylight ($\frac{1}{32}$ for undiffused neon) measured directly with a 1 degree spot meter at 20 feet from the light source or the closest property line, whichever is closer to the light source (BMC 19.30.070.3).
- G. Staff recommends postponing the fabrication of any sign until possession of the approved permit.

II. Design Standards

- A. The color, shape, material, lettering of a freestanding sign shall be compatible with the primary structure (BMC 19.30.060.4.G).
- B. Auxiliary projections or attachments that are not part of a single, integrated design are prohibited (BMC 19.30.060.4.I).
- C. Minimum letter height for freestanding signs identifying more than one business shall be 10 inches (BMC 10.30.060.4.A).
- D. If the site does not have any freestanding signs, the amount of signage allowed for primary and secondary facades may be increased by 25% (BMC 19.30.060.4.F).
- E. If all building-mounted signs on the site are logos, channel letters, or are non-internally illuminated, the amount of signage allowed for primary and secondary facades may be increased by 25% (BMC 19.30.060.3.G).