

# Sign Permit Submittal Requirements

## 1. How to Apply

### Electronically Online

1. Gather your plans and supporting documents per the application checklist and plan set requirements
2. Save the documents in PDF file format per our [PDF File Format Requirements](#)
3. Apply and upload your plans to [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).  
Select the following options when applying:  
**Sign – Nonresidential – Permanent Sign**
4. Plans are reviewed, commented and approved electronically as PDF documents.
5. You print your approved set upon permit issuance.

## 2. Purpose

The purpose of the following regulations is to implement [Chapter 18.11](#) of the Issaquah Municipal Code, for consideration of applications for signs in the City of Issaquah.

## 3. Permit Requirements

- a. The process of sign package review has been established in order to provide for compatibility of signage with both the building and/or use where the sign is erected or displayed and other signage existing or expected to be erected in the future on the subject property. Signs identified under Section [18.11.060](#) of the Issaquah Municipal Code do not require a permit.
- b. As an integral part of the review of a proposed new building or development, or a remodeling, or expansion of an existing business or use, all locations and/or areas intended to be occupied by permanent signage shall be indicated on the submitted plans or drawings listing details of the lighting, colors and materials in order to ensure that future signage will be compatible with the architecture of the building and the site.

## 4. Application Checklist

Any person desiring to install a sign within the City shall file a properly completed and signed Permit Application which includes:

Application Documents		
✓	Qty	Prerequisites
	1	Administrative Adjustment of Standards (AAS) Application (For monument signs in the Central Issaquah Area or other adjustments of standards)
✓	Qty	Supporting Documents Required
	1	Plan Set -
		Site plan clearly indicating the precise location of the proposed sign(s)
		Adequate plans and specifications (see section 7)
		Attachment details (wall signs)
	1	Structural Calculations (lateral calculations required for monuments over 6' in height)
	1	Architectural Review Committee Approval Letter (Issaquah Highlands Only)
	1	Applicable permit fee (see section 5)
✓	Qty	Additional Permits May Be Required
	1	Right of Way Permit Application (For traffic / pedestrian control during installation)
		Electrical permits are issued and inspected by Washington State LNI

### 5. Permitted Number and Areas of Signs

For projects not located in one of the Urban Villages, please see [IMC 18.11.100](#) for the permitted number and area of signs. If your signs will be located in an Urban Village (ie, Issaquah Highlands, Talus) please contact the Development Services Department at 425-837-3100.

### 6. Permit Fees

Permits applied through MyBuildingPermit.com may be paid either with a credit card online or cash or check sent or brought into the permit center. Paper applications must be paid with cash or check at the permit center. See [Land Use Fee Schedule](#) for applicable fee.

If a permit for any sign is denied, the *Permit Fee* and *State Surcharge* will be refunded. The plan check fee, is non-refundable.

### 7. Required Information for Sign Drawings

#### a. Sign Information (include this in your plan set or attach this sheet)

i. Sign/Cabinet Materials: \_\_\_\_\_

ii. Form of Illumination, if any: \_\_\_\_\_

iii. Method of Attachment: \_\_\_\_\_

iv. Are there additional signs on the site? Yes No

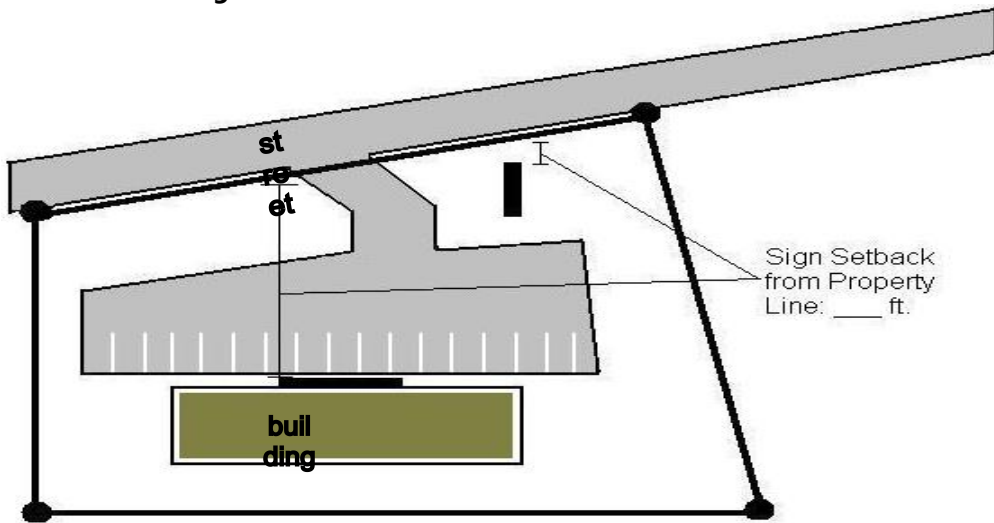
If so, please indicate the location of these on the site plan

Do you require use of public right-of-way (sidewalk / street) during installation?

Yes No

v. If so, a separate Right-of-Way permit application is required

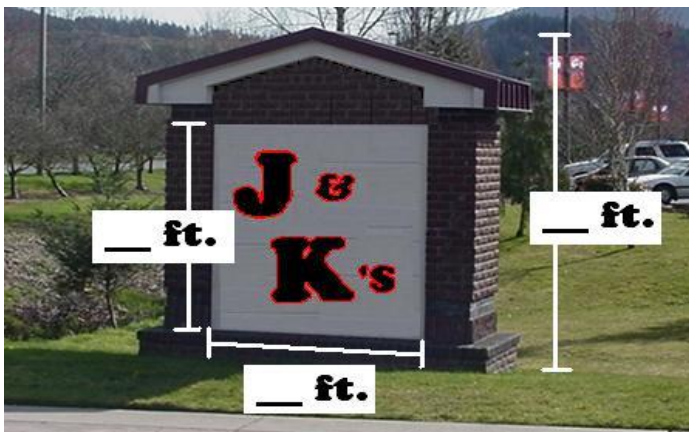
#### b. Location of the sign on the site



**c. Storefront/Building Elevation**



**d. Sign Details**



**Note:** Monument signs must have foundation details included in the plan set



**e. Structural**

Include attachment details for wall signs. Structural lateral calculations are required for monument signs over 6' in height. Additional structural details or calculations may be required for monument or wall signs depending on site conditions.