



PLANNING & DEVELOPMENT  
**BUILDING**  
 DIVISION  
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## PERMIT SUBMITTAL REQUIREMENTS FOR **Signs**

The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

**NEW SIGNS:** A permit is required for the installation of new signs (monument, cabinet, pole, lettering, wall graphics or identification structures, etc.).

**EXEMPT WORK:** Replacing the panel on a previously permitted existing wall cabinet or pole sign, repainting an existing permitted wood sign without removing from building, painted or vinyl lettering on storefront windows, temporary signs announcing the sale or rent of property, other temporary signs as described in ECDC 20.60.080 or exempt signs as described in ECDC 20.60.095.

**STREET USE OR ENCROACHMENT:** Signs or similar projections such as awnings, canopies, marquees, or other architectural features that project in, on, over or under any public place (such as a street, alley, sidewalk) are required to obtain an Encroachment Permit or Street Use Permit in addition to a sign permit.

Additional information is available in our Edmonds Community Development Code Chapters 18.70, 20.10 & 20.60

### SUBMITTAL REQUIREMENTS:

- 1) Architectural Design Board approval or Planning administrative staff approval.
- 2) Proposed sign design (drawn to scale) show sign dimensions and materials used.
- 3) Colored rendering of the proposed sign colors.
- 4) Scaled elevation view of the building exterior, show all existing signage and lineal front footage of storefront.
- 5) Connection details for hanging signs, cabinet signs or lettering, etc.
- 6) For freestanding monument or pole signs provide a site plan showing sign location, footing detail, and wind load calculations for signs greater than 6 feet in height.
- 7) Provide wattage for illuminated signs; note the City requires underground wiring to pole signs.

**APPLY ONLINE:** [mybuildingpermit.com](http://mybuildingpermit.com)