



# City of Sumner Sign Permit Application

Community Development  
1104 Maple Street, Suite 250  
Sumner, WA 98390  
Tel. (253)299-5530 Fax: (253)299-5539  
[www.ci.sumner.wa.us](http://www.ci.sumner.wa.us)

(Please fill out ALL fields unless otherwise noted)

**File Number:** \_\_\_\_\_

Site/Project Address (if available):		Parcel #:		
Owner:	Phone:	Email:		
Owner Address:		City:	State:	Zip:
Surveyor/Engineer/Contractor:		Phone:	Contractor License Number:	
Address:	Email:	City:	State:	Zip:
Contact Person:	Phone:	Fax:		
Contact Address:	Email:	City:	State:	Zip:
<b>Description of Project:</b>				

**Supporting Materials Required:**  
Freestanding, Wall, Projecting, and Suspended Signs

**Office Applicant - (please check off all "applicant" boxes)**

**This Application Form and Checklist**

**Architectural Elevations**

**3 - Copies (11" x 17")**

- ◇ Shows exact location of sign and existing signs
- ◇ Scale no less than 1"=10'
- ◇ Detailed structural wall connections and lighting methods
- ◇ Sign face copy (text) must be shown with lighting method, if any
- ◇ Accurate drawing of the building façade size with dimensions

**Site Plan**

**3 - Copies (11" x 17")**

- ◇ Drawn to scale no less than 1"=20'
- ◇ Clearly shows location of proposed signs, existing signs, amount of street frontage, and relation of buildings, parking lots and other major improvements to property lines and the street
- ◇ Projecting and suspended signs must show distance from bottom of sign to the sidewalk, the distance from the building to the outer edge of the sign, and the width of the sidewalk
- ◇ Landscaping (freestanding signs only)

**Sandwich Board/ Sidewalk Signs**

**Drawing showing the dimension of the sign**

**3 - Copies**

**Signed Hold Harmless Agreement**

**2 - Copies**

**Proof of Liability Insurance**

**2 - Copies**

**Site Plan showing sign location & relation to front entrance**

**2 - Copies**

**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.**

**\*\*BY LEAVING THE CONTRACTOR INFORMATION SECTION BLANK, I HEREBY CERTIFY FURTHER THAT CONTRACTORS (GENERAL OR SUBCONTRACTORS) WILL NOT BE HIRED TO PERFORM ANY WORK IN ASSOCIATION WITH THIS PERMIT. (building permits only)**

\_\_\_\_\_  
SIGNATURE OF OWNER / AUTHORIZED AGENT

\_\_\_\_\_  
PRINTED NAME

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_