



"THE MARITIME CITY"

OFFICE USE ONLY

CASE NO.: _____
DATE RECEIVED: _____
BY: _____

SIGN PERMIT APPLICATION | [GHMC 17.80](#)

Name of Business:	
Applicant:	
Address:	City/State/Zip:
Phone:	Email:
Property Owner:	
Address:	City/State/Zip:
Phone:	Email:

I (we) do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owner or owners under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.

Applicant Signature

Date

Property Owner Signature

Date

PROPERTY LOCATION	
Property Address:	
Sign District GHMC 17.80.080:	Zoning Designation:
SIGN MANUFACTURER OR CONTRACTOR	
Company Name:	Representative:
Street Address:	City/State/Zip:
Phone:	Email:
SITE INFORMATION	
Is the building occupied by more than one tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is signage regulated by a master sign plan? GHMC 17.80.070 <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total area of the wall plane on which signage is proposed to be placed? _____ Indicate the total square footage* of any existing signage on the wall plane proposed as follows: Wall Signs: _____ Window Signs: _____ Projecting Signs: _____ <i>(signs perpendicular to or projecting more than one foot from the wall)</i> Are there any existing monument or free-standing signs on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the sign be visible from SR-16? <input type="checkbox"/> Yes <input type="checkbox"/> No	

*Square footage is determined by calculating the area of the smallest parallelogram (rectangle, square, etc.), circle or triangle that the full text of the sign will fit within, including spaces between lines, letters and words.

PROPOSED SIGN DESCRIPTION		
Area of Sign: <i>(list each proposed sign separately)</i>		Type of Sign: <i>(check all that apply)</i>
1	<div>_____ X _____ = _____</div> <div>height width area</div>	<input type="checkbox"/> New <input type="checkbox"/> Reface/Modification Existing <input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting <input type="checkbox"/> Freestanding <input type="checkbox"/> Window <input type="checkbox"/> Internal Illumination <input type="checkbox"/> External Illumination <input type="checkbox"/> Non-Illumination
2	<div>_____ X _____ = _____</div> <div>height width area</div>	<input type="checkbox"/> New <input type="checkbox"/> Reface/Modification Existing <input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting <input type="checkbox"/> Freestanding <input type="checkbox"/> Window <input type="checkbox"/> Internal Illumination <input type="checkbox"/> External Illumination <input type="checkbox"/> Non-Illumination
3	<div>_____ X _____ = _____</div> <div>height width area</div>	<input type="checkbox"/> New <input type="checkbox"/> Reface/Modification Existing <input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting <input type="checkbox"/> Freestanding <input type="checkbox"/> Window <input type="checkbox"/> Internal Illumination <input type="checkbox"/> External Illumination <input type="checkbox"/> Non-Illumination
4	<div>_____ X _____ = _____</div> <div>height width area</div>	<input type="checkbox"/> New <input type="checkbox"/> Reface/Modification Existing <input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting <input type="checkbox"/> Freestanding <input type="checkbox"/> Window <input type="checkbox"/> Internal Illumination <input type="checkbox"/> External Illumination <input type="checkbox"/> Non-Illumination
5	<div>_____ X _____ = _____</div> <div>height width area</div>	<input type="checkbox"/> New <input type="checkbox"/> Reface/Modification Existing <input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting <input type="checkbox"/> Freestanding <input type="checkbox"/> Window <input type="checkbox"/> Internal Illumination <input type="checkbox"/> External Illumination <input type="checkbox"/> Non-Illumination
6	<div>_____ X _____ = _____</div> <div>height width area</div>	<input type="checkbox"/> New <input type="checkbox"/> Reface/Modification Existing <input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting <input type="checkbox"/> Freestanding <input type="checkbox"/> Window <input type="checkbox"/> Internal Illumination <input type="checkbox"/> External Illumination <input type="checkbox"/> Non-Illumination
For monument sign proposals: Height of sign above ground level: _____ feet _____ inches For projecting sign proposals: Clearance below sign*: _____ feet _____ inches *All projecting signs must maintain a clearance of eight feet above sidewalks and walkways, and fifteen feet above vehicular ways.		
APPLICATION CHECKLIST		
The completed sign application must be accompanied by the following information.		
YES	N/A	
		Site plan: showing the location of the affected lot, buildings, showing both existing and proposed signs. If a monument or free-standing sign include a site distance triangle.
		Scale drawing of the proposed sign or sign revision: including size, height, copy, material specifications, color, method of attachment, illumination, and other technical details as may be required by the Planning and Building Departments.
		Scale drawing of the wall plane proposed for signage (not required for proposals which do not include wall mounted signs).
		Written consent from the owner of the building, structure or property on which the sign is to be located.
		The appropriate sign permit fees .
		Completed Building permit application and fees (if applicable).