



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

Submit this completed form at City Hall, or use www.MyBuildingPermit.com to submit your application online.

SIGN PERMIT

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This intake checklist identifies minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application deems it complete.

Applicant: Check each box under the Applicant heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under Staff when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

Number of plan sets required: A complete plan set is comprised of a site plan and a sign design plan, as described in this checklist (all drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum).

- 5 complete plan sets for pole, monument or other free standing signs.
- 3 complete plan sets are required for wall signs and other sign types (hanging signs, window, etc). Submittal fees are due at intake.

Development Services permit application requirements per BMC 11.06.002

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information.

Applicant	Staff
<input type="checkbox"/> A completed & signed Permit Application form.....	<input type="checkbox"/>
<input type="checkbox"/> A property and/or legal description of the site for all applications, as required by the applicable development regulations	<input type="checkbox"/>
<input type="checkbox"/> Submittal fees (Planning Review fee and Building Plan Check fee).....	<input type="checkbox"/>

Additional submittal requirements:

These are in addition to the minimum application requirements as set forth in BMC 11.06.002 (Ord. 1632 § 1, 1996).

Site Plan (minimum 8½" x 11" size paper at a scale of 20' equals 1") showing the proposed structure in plan view indicating:

Applicant	Staff
<input type="checkbox"/> North arrow.....	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed streets surrounding the property.....	<input type="checkbox"/>
<input type="checkbox"/> Lot lines.....	<input type="checkbox"/>
<input type="checkbox"/> Lineal feet of property street frontage.....	<input type="checkbox"/>
<input type="checkbox"/> Square footage of existing signs and each individual proposed sign(s).....	<input type="checkbox"/>
<input type="checkbox"/> Lineal feet of each building face containing a public entrance.....	<input type="checkbox"/>
<input type="checkbox"/> Lineal feet of the width of tenant's space within the building face, if the proposed sign(s) is for a tenant located in a multi-tenant building	<input type="checkbox"/>
<input type="checkbox"/> Location of existing buildings, and existing and proposed signs.....	<input type="checkbox"/>
<input type="checkbox"/> Distances from the proposed sign(s) to property lines and other buildings on the site (only if a pole or monument sign)	<input type="checkbox"/>
<input type="checkbox"/> Easement(s), if any.....	<input type="checkbox"/>

Sign Design Plan, drawn to scale and dimensioned accurately indicating existing and proposed signs, and showing the following:

- Materials used
- Colors
- Location of sign on building or property
- Sign dimensions
- Bldg and sign elevations
- Weight of sign(s)
- Type of lighting (if applicable)
- Mounting / anchoring system

Additional submittal requirements:

All plans must be drawn to scale, dimensioned accurately and include the following information:

Pole or Monument

- Plot plan showing exact location in relation to the right-of-way, driveway(s), and existing public utilities
- Foundation plan
- Manufacturer's specifications
- Foundation designed by Washington State Licensed Engineer if over 8 feet tall.

Wall Mounted

- Manufacturer's specifications (if any)

Hanging

- Height above sidewalk
- Distance from curb

Sign Information

- Permanent sign
- Temporary sign

Sign valuation (list each separately)

Proposed number of signs _____

Square footage of proposed signs _____

Existing number of signs _____

Square footage of existing signs _____

Type of sign (check applicable type(s)):

- Wall sign
- Hanging
- Painted wall sign
- Awning
- A-Frame
- Reader board
- Monument
- Marquee
- Window sign
- Roof mounted
- Blade sign
- Foam letters