



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT

SIGN PERMIT APPLICATION

Mailing Address: P.O. Box 547, Anacortes, WA 98221

Office Location: 904 6th Street, Anacortes WA 98821

Phone: (360) 299-1984

PLEASE REFER TO THE SIGN PERMIT APPLICATION CHECKLIST BELOW FOR SUBMITTAL REQUIREMENTS

PROJECT ADDRESS (Street, Suite):		PARCEL(S) #:	VALUATION:
APPLICANT: <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Architect/ Designer <input type="checkbox"/> Other		Phone:	
Address (Street, City, State, Zip):		Email Address:	
PROPERTY OWNER: <input type="checkbox"/> Same as applicant		Phone:	
Address (Street, City, State, Zip):		Email Address:	
CONTACT PERSON: <input type="checkbox"/> Same as applicant		Phone:	
Address (Street, City, State, Zip):		Email Address:	
CONTRACTOR:*		Phone:	
Address (Street, City, State, Zip)		Email Address	
*All Contractors & Subcontractors must have a valid City of Anacortes Business license prior to doing work in the City. Contact the City's Finance Department at (360) 299-1968.		Professional License #:	Exp. Date:
		Business License #:	Exp. Date:
PROPOSED WORK:			
ELECTRIC SIGN: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> SINGLE-TENANT BUILDING <input type="checkbox"/> MULTI-TENANT BUILDING	
TYPE OF SIGN PROPOSED: <input type="checkbox"/> Wall /Building Mounted Sign <input type="checkbox"/> Projecting <input type="checkbox"/> Illuminated <input type="checkbox"/> Digital <input type="checkbox"/> Non-Illuminated <input type="checkbox"/> Free Standing Pole Sign <input type="checkbox"/> Monument Sign <input type="checkbox"/> Billboard Sign			
# of Signs Existing:	# of Signs to Remain:	# of Signs Proposed:	
Proposed Sign Height (Wall Sign):	Proposed Sign Length:	Proposed Sign Area:	
Proposed Sign Height above grade (Freestanding Sign):	Total SQ' of Signs Existing:	Total SQ' of Signs Proposed:	
I declare under penalty of perjury that the information I have provided on this form/application is true, correct, and complete, and that I am the property owner or duly authorized agent of the property owner to submit a permit application to the City of Anacortes.			
Print Name: _____		<input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner	
Signature: _____		Date: _____	



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Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and conform to the provisions of the adopted International Codes and City Ordinances.

Applicant Checklist:		PERMIT TYPE:	
		Sign Permit:	Office Use Only:
	SUBMITTAL REQUIREMENTS: <i>The number indicates the number of copies for submittal (if applicable).</i>		
	Sign Permit Application (see above)	1	
	Sign Permit Fee (Due at time of issuance)	✓	
	Provide structural details of sign support(s) and all structural connections	1	
	Site Plan (Drawn to Scale) for all types of signs showing the zoning district's setbacks from property line(s)	2	
	Provide a copy of your boundary survey (if applicable)	1	
	Detail drawing of proposed sign showing sign lettering, sign area, sign location, and sign height from grade (Drawn to scale with dimensions)	2	
	Building Elevations /Image (with proposed & existing signs shown on it). Show building façade dimensions (width & length) on the elevations /image.	2	
	If the proposed sign is <u>electrical</u> , an electrical permit and inspection is also required from the Department of Labor and Industries located at 525 East College Way, Suite "H", Mount Vernon, WA. They can be reached at (360) 416-3000.	✓	

NOTE:

1. Please note that roof signs are not permitted in the City of Anacortes.
2. Additionally, illuminated signs that contain flashing, intermittent, or rotating lights /images are also not permitted.