



CITY OF STANWOOD SIGN PERMIT CHECKLIST

The following information must be included in an application for a construction permit:

Required Received

		1. Location of building, structure, or lot to which or upon which the sign or other advertising structure is to be attached or constructed.
		2. Position of the sign or other advertising structure in relation to nearby buildings or structures.
		3. Three blueprints or ink drawings of the plans and specifications and method of construction and attachment to the building or in the ground.
		3a. Plans must show size of sign.
		3b. Plans must show height of sign (if free standing).
		3c. Plans must show landscaping around sign, if required per SMC 17.110.210.
		3d. Plans must show method of illumination, if applicable.
		3e. Plans must show copy, lettering and logo as they appear on the sign.
		4. Copy of stress sheets and calculations showing that the structure is designed to meet the wind pressure dead load requirements.
		5. Number, types, sizes, and location of all existing remaining signs on the site.
		6. Copy of electrical permit if required.
		7. Such other information as the planning director shall require to show full compliance with this and all other laws and codes of the city.

Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

FOR CITY USE ONLY

ρ This application is complete.

ρ This application is incomplete. See items marked "required" above.

Community Development Director or Representative

Date

These submittal requirements are for City of Stanwood only. Additional permits or information may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.