



MASTER SIGN PERMIT APPLICATION

Community and Economic Development

City of Arlington • 18204 59th Ave NE • Arlington, WA 98223 • Phone (360) 403-3551

This application is for use with the Master Sign Program, and signs within the program only.

ELECTRONIC FILES SUBMITTAL REQUIREMENTS:

- STRUCTURAL CALCULATIONS (*where applicable*)
- COMPLETE PLANS
 - All existing and proposed signs
 - Attachment details - Signs attached to masonry, concrete, or steel shall be safety and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied.
- SITE PLAN

MULTI-TENANT:

- Number of tenants and/or available business spaces on the property: _____
- Is there a City-approved Master Signage Plan for the building? If so, what is the file number: _____

IF A TENANT OR LESSEE: a letter from the property owner or Lease Agreement stating the following:

- Permission for sign installation.

Type of Permit:	<input type="checkbox"/> Master Sign Program	<input type="checkbox"/> New Sign	<input type="checkbox"/> Sign Removal	<input type="checkbox"/> Sign Replacement
Type of Sign:	<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Freestanding Sign	<input type="checkbox"/> Canopy Sign	
	<input type="checkbox"/> Hanging Sign	<input type="checkbox"/> Marquee Sign	<input type="checkbox"/> Projecting Sign	
Illumination:	<input type="checkbox"/> No Illumination	<input type="checkbox"/> Interior Illumination	<input type="checkbox"/> External Illumination	<input type="checkbox"/> Readerboard
Property Address: _____	Suite Number: _____			
Project Valuation: _____	Preferred Contact: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor			
Scope of Work: _____				
Business Name: _____	Business Phone No.: _____			
Owner/Applicant Name: _____	Phone No.: _____			
Email Address: _____	Cell No.: _____			
Mailing Address: _____	City: _____	State: _____	Zip: _____	
Contractor Name: _____	Office No.: _____			
Email Address: _____	Cell No.: _____			
Mailing Address: _____	City: _____	State: _____	Zip: _____	
L&I Contractor License Number: _____	Expiration Date: _____			

MASTER SIGN PROGRAM

Zoning Designation: _____ Zoning Overlay Designation: _____

Building Total Length: _____ Building Total Square Footage: _____

Total Number of Suites: _____ How many floors contain Suites for lease: _____

Is the development located on a corner lot? Yes No

Is the development located on a lot that is bordered by two public streets? Yes No

If yes, do the streets intersect at the lot's boundaries? Yes No

MASTER SIGN PROGRAM

WALL(W), CANOPY(C), HANGING(H), MARQUEE(M), OR PROJECTING(P) SIGN

What is the length of public street frontage adjacent to the development? _____ x 1.5 = _____

SUITE#	PUBLIC ENTRANCES	1 ST FLOOR SQUARE FOOTAGE OF EACH SUITE	TOTAL EXTERIOR WALL SURFACE OF EACH SUITE
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =
#		x 0.025 =	x 0.25 =

Total Building Square Footage: _____

PROPOSED SIGNS

WALL(W), CANOPY(C), HANGING(H), MARQUEE(M), OR PROJECTING(P) SIGN

Suite#	Type of Sign	Façade (N, S, E, W)	Height	x	Width	=	Square Footage	Company Name	Replacement
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No

Total Square Footage of Proposed Signage: _____

Total # Replaced: _____

EXISTING SIGNS ON THE BUILDING: Exclude Proposed Signs
 WALL(W), CANOPY(C), HANGING(H), MARQUEE(M), OR PROJECTING(P) SIGN

Suite#	Type of Sign	Façade (N, S, E, W)	Height	x	Width	=	Square Footage	Company Name	Removal
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No
				x		=			<input type="checkbox"/> Yes <input type="checkbox"/> No

Total Square Footage of Existing Signage: _____ **Total # Removed:** _____

MASTER SIGN PROGRAM
 FREESTANDING SIGN

<input type="checkbox"/> Two-Sided	<input type="checkbox"/> Two-Sided "V"	<input type="checkbox"/> Multi-Sided	<input type="checkbox"/> Three Dimensional				
What is the length of public street frontage adjacent to the development?		x 0.3 = _____					
What is the length of public street frontage adjacent to the development?		x 0.75 = _____ HC Only					
Sign Face (north, south, east, west)	Height	x	Width	x	Length	=	Square Footage
1.		x		x		=	
2.		x		x		=	
3.		x		x		=	

Total Square Footage: _____

See **Assistance Bulletin #34** for additional information on calculating allowed square footage of signs.

I hereby certify that I am the Owner, Contractor and authorized to sign this application and that the above information is correct and that the construction on, and the occupancy and the use of the above described property will be accordance with the laws, rules and regulations of the State of Washington and the City of Arlington.

Signature _____ Print Name _____ Date _____