



# Sign Permit Application

**Community Development**  
 6000 Main St. SW ♦ Lakewood, WA 98499  
 Phone (253)512-2261 ♦ permits@cityoflakewood.us

Office use

Permit #: \_\_\_\_\_

Date rec'd: \_\_\_\_\_

<b>PROJECT ADDRESS: :</b>	Parcel #:
<b>BUSINESS/TENANT:</b>	Phone:
	City Lic #:
<b>APPLICANT:</b>	Phone:
Address (City, State, Zip):	E-Mail Address:
<b>OWNER:</b>	Phone:
Address (City, State, Zip):	E-Mail Address:
<b>CONTRACTOR*:</b>	Phone:
	License #:
	Expiration:

*\*Contractor must have a valid City of Lakewood business license prior to doing work in the City*

## Submittal Requirements

WALL SIGN	FREESTANDING SIGN
<ul style="list-style-type: none"> <li>Elevation drawn to scale of the entire building façade on which the sign will be attached.</li> <li>Total height of the wall façade not including roof.</li> <li>Total width of the wall façade, including all tenant spaces</li> <li>Location and dimensions of all existing signs on the wall façade, including all tenants for multi-tenant buildings.</li> <li>Dimensions of the proposed signage (height and width)</li> <li>Location of the proposed signage on wall façade</li> <li>Mounting details and materials, including type of fasteners and spacing.</li> </ul>	<ul style="list-style-type: none"> <li>Elevation drawings (to scale) showing total height and width of the sign structure.</li> <li>Dimensions (height, width, and depth) of the sign box.</li> <li>Site plan (to scale) showing the proposed location of the sign, existing buildings, property lines, driveways and street frontages.</li> <li>Structural plans and calculations.</li> <li>Complete drawings showing the installation requirements.</li> </ul>

*I hereby certify that the information provided is correct and that the construction on the above described property, the occupancy, and use will be in accordance with the laws, rules, and regulations of the State of Washington and the Lakewood Municipal Code. I agree to hold harmless the City of Lakewood as to any claim incurred as a result of this work.*

Print Name: \_\_\_\_\_  Owner  Agent/Other(specify): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_