



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

806 WEST MAIN STREET | MONROE, WA 98272
City Hall 360.794.7400 | www.monroewa.gov

SIGN PERMIT MMC CHAPTER 22.50

The overall purpose of this chapter is to promote the public health, safety and general welfare; to increase the effectiveness of visual communication in the city; and to enhance and maintain the aesthetic character of the city.

This checklist is to determine completeness of a submittal.
It does not verify the accuracy of materials received.

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at landuse@monroewa.gov. Please see the General Guidelines (*attached*) for electronic submittals.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. If making application in person, please provide (1) original plus (1) copy of all checklist items in addition to a CD with individual PDFs of each of the required items.

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **SIGN PERMIT APPLICATION**. The following items are required in order for a complete application submittal.

- ◇ **APPLICATION FORM.** A completed and signed City of Monroe Combined Permit Application form.
- ◇ **FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- ◇ **VICINITY MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and other parcels and development.
- ◇ **COPY OF THE CONSTRUCTION DRAWINGS.**
- ◇ **STRUCTURAL CALCULATIONS - (IF APPLICABLE)**
- ◇ **CURRENT COPY OF LABOR AND INDUSTRIES CONTRACTOR'S LICENSE**
- ◇ **INSURANCE INFORMATION FOR PROJECTING SIGNS - (ATTACHED)**
- **SITE PLAN SHEET**
 - ◇ Location of building (s) on site with the following:
 - North arrow
 - Identify building and linear feet of building frontage
 - Identify tenant space if located in a multi-tenant complex
 - Show any and/or all existing signage on buildings and site (identify what sign, if any, will remain and what will be replaced)



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■ GENERAL PLAN REQUIREMENTS

- ◇ The design of the proposed sign i.e., business name logo, etc.
- ◇ Dimensions of proposed sign with total square footage
- ◇ Construction of sign (footings, sign material, height of sign, etc.)
- ◇ How the sign will be secured to the building/structure (details of installation)
- ◇ If proposed sign is located within a multi-tenant complex, provide a copy of the Master Sign Plan for that complex and identify all signs and the total square footage for the complex (if applicable)

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.



COMMUNITY DEVELOPMENT

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www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT #(s) _____

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS

MONDAY – FRIDAY / 8:00 - 12:00 & 1:00 – 5:00

<u>Building</u>	<u>Operations</u>	<u>Fire</u>	<u>Land Use</u>
<input type="checkbox"/> Basic SFR	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Type I Permit
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Type II Permit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input type="checkbox"/> Type III Permit
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Type IV Permit
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> See permit types listed on attached form
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Other _____
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Tents & Canopies	
<input type="checkbox"/> Racking	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Residential Remodel			

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: _____

Size of site (acre/square feet): _____

Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____

*Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____

**Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Attach a separate sheet for additional property owners/additional addresses

***Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.**

****Property Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.**



Sign Permit Application - Page 2

Contractor: _____ Phone # _____

Contractor's License # _____ Expiration Date: _____

Mailing Address: _____ City _____ State _____ Zip _____

*****n

Name of Business: _____

Business Owner: _____ Phone # _____

Mailing Address: _____ City _____ State _____ Zip _____

What are the dimensions of the proposed new sign(s)? _____

Is the proposed new sign an electrical sign? Yes No

What type of material(s) is the sign constructed from? _____

Sign type: Pole Monument Wall Projecting Other

Is there other existing signage at this site? Yes No

If yes, provide a drawing(s) showing the location of existing signage and the size of ALL existing signs at this site.

What is the length (lin/ft) of property street frontage? _____

What is the length (lin/ft) of building frontage? _____

What is the width of the tenant space facing the street or access? _____

Contractor's Bid Amount or Project Cost (labor and materials): _____

Signature of applicant/agent: _____ Date: _____

FOR OFFICIAL USE ONLY	
Plan Check Fee: \$ _____	Permit Fee: \$ _____
State Fee: \$ _____	Technology Fee: \$ _____



City of Monroe, Washington Insurance Requirements for Items Projecting Over Public Right-Of-Way

The City of Monroe requires that owners of commercial signs, marquees, awnings etc. that project over the public right-of-way shall assume liability for damage or injury resulting from such a projecting item. As such, the owner must provide evidence of commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence, \$1,000,000 aggregate, which will cover the projecting item.

It is also required that the city be named as an additional insured on the projecting items owner's liability policy for the length of time that there is a projecting item over the public right-of-way. An endorsement must be issued and accompany the insurance certificate. This is generally done on a CG 2012 form or a substitute endorsement providing equivalent coverage.

The following language is preferred for the additional insured endorsement:

“The City of Monroe, a municipal corporation for the State of Washington and/or its duly elected and appointed officials, any employee or authorized volunteer.”