



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

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

MASTER SIGN PERMIT FOR MULTI-OCCUPANCY BUILDINGS, COMPLEXES, OR PROPERTIES

MMC CHAPTER 22.50.160(C)

- The purpose of this section is to establish binding master sign site plans for multi-occupancy buildings, multi-building complexes or properties under common ownership and/or control, in order to establish consistent sign design, location and materials and to allow for certain signage bonuses as set forth below. All development permits for multi-occupancy buildings, multi-building complexes and commonly developed properties sharing common access points and adjacent to one another, approved after the effective date of the ordinance codified in this chapter, shall submit a master sign site plan to the city for approval.
- Transfer for Master Sign Site Plan. The maximum determined signage for the development may be transferred from one tenant and/or parcel to another within the site.
- Approval and Modification of Master Sign Site Plan. The city shall approve a master sign site plan and subsequent modifications. Any deviation from the approved master sign site plan such as additional signage, relocating signs, replacement signs and other modifications not including tenant name changes shall require modifying and updating the approved master sign site plan on file at the city.

**SEE TABLE 22.50.020 OF THE MONROE MUNICIPAL CODE
FOR SIGN ALLOWANCES ON THE CITY WEB SITE:
<https://monroe.municipal.codes/MMC/22.50>**

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.



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SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **MASTER 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.
- ◇ **DRAWINGS.** Proposed drawings (To include the Site Plan and any additional sheets that show the following general requirements):
 - **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
 - **GENERAL PLAN REQUIREMENTS**
 - The design of the proposed signage
 - Dimensions of proposed sign(s) with total square footage

❖ **PLEASE NOTE:**

Once the Master Sign Plan has been approved and is on file with the City, the individual tenants shall apply for their permit based on the approved Master Plan.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.



COMMUNITY DEVELOPMENT

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
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.**



General Requirements

The City of Monroe has determined that the following minimum submittal standards must be met to consider permit application submittal documents sufficient for review.

Q: Which file types are acceptable for electronic submittals?

A: All electronic submittals must be in Portable Document Format (PDF).

Q: Are there any specific requirements for my PDF submittal documents?

A: Yes, please refer to the list below when creating your PDF submittal documents.

- Each submittal document uploaded to the ShareFile link provided by the Permit staff must be a separate PDF. To request a link to upload your submittal documents, please email your request to building@monroewa.gov / landuse@monroewa.gov or call the Permit Center at (360) 863-4501.
- Ensure all layers are flattened in the authoring program prior to export and submittal. Scanned documents are inherently flattened.
- Orient all sheets so the top of the page is always at the top of the computer screen (right side up).
- All documents must be titled using the nomenclature below:
 - ✓ Project Title
 - ✓ Lot # (if applicable)
 - ✓ Document Title
 - ✓ Examples: MonroePlat_WetlandReport **(OR)** MonroePlat_Lot3_SitePlan

Q: What are the requirements for design professional signatures on electronic documents?

A: Permit submittals, which require the signature of a licensed design professional, may be submitted electronically, provided the signed document is submitted as a “flattened” PDF such that all layers of text, graphics, and content are merged into a single graphic entity. See security settings below for more information. See *Guidelines for Electronic Documents* on the [DOL website](#). Refer to [18.43 RCW](#), [18.210 RCW](#), [196-23 WAC](#) and [196-33 WAC](#) for more information.

Q: May I apply security settings to my submitted documents?

A: Electronic documents submitted for plan review and permit issuance must be provided in a state that allows for document mark up, file combining and processing. Documents submitted in any manner that prevents the city from completing the review and permit-issuance process, including but not limited to submitting documents that are locked, may result in additional review time and/or permitting delays.

NOTE: All electronic documents submitted to the City of Monroe and on line are subject to public disclosure laws.



Electronic Document General Standard Guidelines

July 2019

Q: Are there any specific drawing scale requirements?

A: Yes, please refer to the following list when considering your drawing scale.

BUILDING PLANS

- The minimum allowed scale for submittal drawings is $1/4" = 1'$.
- The use of a $1/8" = 1'$ scale for full building floor plans, exterior elevations, or building sections is acceptable when unit plans, core plans, detail plans, detail sections and detail elevations are provided at the minimum scale of $1/4" = 1'$.

SITE PLAN

- For all projects, the site plan must have a north arrow and drawn at a scale of not less than $1" = 50'$ unless property size makes this impractical.

PRELIMINARY AND/OR FINAL PLAT

- The minimum allowed scale for plans is $1" = 100'$ unless property size makes this impractical.
- All supplemental and preliminary plat plans must have a north arrow provided.

CIVIL CONSTRUCTION DRAWINGS

- For drawings using a horizontal scale of not less than $1" = 50'$ and a vertical scale of not less than $1" = 10'$.
- Match lines and separate plan sheets must be used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings. An overall keyed reference plan for the match lines should be provided on the associated plan sheets.
- A smaller scale may be acceptable in certain cases. Please contact the Permit Center for specific approval prior to submittal.

Q: Are there minimum drawing quality standards?

A: Yes, please refer to the list below when preparing your PDF submittal documents.

- Drawings must be easy to read and free of extraneous information or markings.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- All code information must be conveyed in a clear and legible manner for review and field inspection purposes.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. 'Boilerplate' font style may be per applicant's standard, but font size for text must be a minimum of 10 pt. or $3/32"$ for CAD prepared documents.
- Scanned hand drawn documents must be legible in font and drafting.

Q: Are there any specific drawing size requirements?

A: Yes, please refer to the following list when considering your drawing size.

- For **minor residential remodel** permit applications the minimum sheet size is $11" \times 17"$ and for **commercial building, preliminary plat and all other applications** the sheet size is $18" \times 24"$ with margins at $2"$ on the left and $1/2"$ for the others, when viewed in landscape orientation. Sheet size must not reduce the required minimum drawing scale.

NOTE: All electronic documents submitted to the City of Monroe and are subject to public disclosure laws.



Electronic Document General Standard Guidelines

July 2019

- Smaller sheet sizes for permit applications may be acceptable in certain cases. Please contact the Permit Center for specific approval prior to submittal.
- Approved plans that are provided onsite for the field inspector must be printed at full size to scale ***IN COLOR***.

Q: Are there any other specific drawing requirements?

A: Yes, please refer to the following list for **BUILDING CONSTRUCTION DRAWINGS** orientation and layout.

- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts (except those allowed in Basic Plans), irrelevant notes and unused details must not be included in the plan set.
- Remove all references to “NOT FOR CONSTRUCTION” or similar language.
- Plan sets must be fully dimensioned.
- Mirrored plans will **NOT BE** accepted.
- For residential projects, the site plan must have a north arrow. Where the floor plan(s) orientation does not match the site plan, north arrows must also be provided on the floor plan(s).
- For commercial projects a north arrow must be provided on all architectural site plans and building floor plan sheets.
- Elevation views must be labeled as North, South, East and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Building plans and Civil Engineered drawings must correspond to the site topographic conditions.

A: Yes, please refer to the following list for **LAND USE DRAWINGS** orientation and layout.

- Plan sets must be fully dimensioned.
- All supplemental and preliminary plat plans must have a north arrow provided.
- Elevation views must be labeled as North, South, East and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Civil Engineered plans must correspond to the site topographic conditions.

Q: Is it acceptable for my PDF submittal to be a scanned document?

A: PDF documents created from electronic sources are preferred; however, documents which are only available in paper format may be submitted as scanned document PDFs. Original paper documents must be as clean as possible, and scanned at a resolution which ensures the pages are legible when viewed on a computer screen and when printed.

Scanning must be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. Full-photo scan settings for copies must be avoided.

Q: Are there any specific drawing layout suggestions?

A: Yes, the following suggestions can help reviewers navigate your submittal documents more efficiently.

- A title block should be located on the right-hand side of each page. The title block should include page numbers that are unique to each page and provide a logical sequence of drawings.

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Electronic Document General Standard Guidelines

July 2019

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- As much as practicable, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.
 - Locate the title block in the same location on all drawings. This allows approval stamps to be applied more efficiently.
 - The building orientation should be the same across all architectural, structural and MEP drawings.

Q: Are there any additional suggested navigational enhancements for my PDF submittal?

A: The use of a coversheet index, bookmarks and hyperlinks are strongly encouraged when there are multiple pages within the PDF submittal.

- A drawing index provided on the cover page should be specific to the drawing submittal.
- Bookmarks should match the index sequence.
- Bookmarks should be named in a way so the reviewer can quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.

NOTE: All electronic documents submitted to the City of Monroe and are subject to public disclosure laws.