

Snohomish County
Planning and Development Services

APPLICANT'S GUIDE - COMMERCIAL SIGN APPLICATIONS

This guideline will provide you with information on how to apply for a commercial sign.

Completed commercial Sign Permit Applications can be online at: www.mybuildingpermit.com or by visiting the Customer Support Center, 2nd Floor, Robert J. Drewel Building. To get forms online, go to www.snohomishcountywa.gov/1190.

Please be sure to read all of the information in this guideline and the forms in the application packet.

APPLICATION INSTRUCTIONS AND GENERAL PROCEDURES

1. A completed Commercial Sign Application is required at the time of submittal. The Minimum Submittal Requirements Checklist for Signs included in the application packet outlines additional requirements. This Checklist will be verified by PDS when you submit your application.

Note that "Identification" is the registered name and/or logo of the business while "Advertising" includes products or services offered **on site**, reader boards, time and temperature and price listings. On double-sided signs, only one side is counted for "Identification" signs while "Advertising" signs are counted on both sides.

2. Applications must meet the minimum criteria outlined in the Minimum Submittal Requirements Checklist. **Incomplete applications will not be accepted.**
3. Please note that a landlord or property owner approval indicated by a FULL signature is required on the application form (e.g. "APPROVED: John Doe, Property Owner" or "APPROVED: Mary Smith, Landlord, Happy Valley Shopping Center"). Your application **will NOT be accepted** without the appropriate signature.
4. Upon receipt of the application and plans, a Project File Number (PFN) will be assigned to the application. Please use this number when communicating with PDS about your project.
5. **PERMIT STATUS:** Call our permit status line to inquire about your application by calling (425) 388-3311 or go online at www.snohomishcountywa.gov/2299.
6. **APPLICATION APPROVAL/PERMIT ISSUANCE:** The Contact Person on the application will be notified by phone and advised of the permit fees required when the plans have been reviewed and approved. Permit fees will be collected at permit issuance. When picking up your permit, please bring your project file number assigned at the time of submittal.

Permits should be picked up as soon as possible after you have been notified and must be issued within 18 months of date of application or it shall be deemed null and void. Once issued, permits are valid for 18 months.

7. FEES		
Sign Type	Permit Fees per sign	Plan Check Fees per sign¹
Wall Signs	\$50	85% of permit fee
Pole, Monument or Roof Signs	\$100	85% of permit fee
Billboard	\$150 + \$500 SEPA fee	85% of permit fee
PLUS		
Base fee (per permit)	\$250	
State surcharge (per permit)	\$4.50	

¹To be paid at the time of application submittal

Examples:

Sign Type	Plan Check	Permit	Other	Total
One wall sign	\$42.50	\$ 50.00		\$347.00
One pole sign	\$85.00	\$100.00		\$439.50
One billboard	\$127.50	\$150.00	\$254.50 + \$500 SEPA fee	\$1,032.00