



SIGN PERMIT SUBMITTAL CHECKLIST

Sign permits are required to review and make urban design decisions promoting visual quality throughout the City per [LSMC 14.68](#). LSMC 14.38.100 applies to proposals within Subarea boundaries, and its contents supersede LSMC 14.68 for said proposals. Sign permits are applied for under their own module in [Permit Center | Lake Stevens, WA - Official Website](#) and will create an SGN permit number.

Required Submittal Items:

1. Completed Type I Permit Application Form
2. Completed Supplemental Application Form
3. Statement of Ownership/ Applicant Authority
4. Intake Fee
5. Site Plan of the entire legal lot containing the following:
 - a. Property line dimensions
 - b. Location of all existing buildings in the entire development
 - c. Height and width of leasable frontage of business
 - d. Square footage of business
 - e. Location of new sign
 - f. Tax Account Number
 - g. North arrow, scale, date of preparation
6. Structural details of the sign containing the following:
 - a. Dimensions of the sign and/or logos
 - b. Dimensions of projection from building face, where applicable
 - c. Sign lettering and/or logos
 - d. Height of letters and/or sign panel
 - e. Elevation from finished grade to top of sign
 - f. Complete structural details to current IBC specifications
7. Copy of Sign Contractor's Registration License (Issued by Labor and Industries)

Pole Signs Only (in addition to all the above):

8. Location for all signs on site
9. Distance of new sign to the property line
10. If pole is connected above-ground, structural plans must be signed and wet stamped by an architect or engineer licensed in the state of Washington
11. Location of septic tanks, drain fields and utilities

Freestanding Signs Only (in addition to all the above):

12. Landscaped area following the requirements of [LSMC 14.38.100\(e\)\(6\)](#) for proposals within the subarea