



## Community Development Department

City of Snoqualmie  
38624 SE River St. | PO Box 987  
Snoqualmie, Washington 98065  
(425) 888-5337 | [www.snoqualmiewa.gov](http://www.snoqualmiewa.gov)

### SIGN PERMIT APPLICATION

A Sign Permit is required to ensure that a sign proposal complies with the standards of design, placement, size, renovation, maintenance, and sight-distance that are outlined in the [Snoqualmie Municipal Code \(SMC\) 17.75](#).

All signs proposed in the **historic overlay zones** must comply with the additional standards outlined in [SMC 17.35.230](#). Signs within the Historic District, except temporary signs, must address the design review board (DRB) guidelines in [SMC 17.80.050](#).

One **sandwich board sign** may be permitted for any commercial purpose when completely upon private property and upon the business premises, provided the sign meets all other requirements of [SMC 17.75.025](#). Sandwich board signs may be permitted within the Historical District, provided all requirements in [SMC 17.35.235](#) are met.

#### **SIGN PERMIT SUBMITTAL REQUIREMENTS:**

1. Sign Permit Application.
2. Building Permit Application (if applicable).
3. Scaled drawing of proposed sign(s) showing materials, size, shape, height and location of subject signs (1" = 20" or larger).
4. Description and/or samples of color/materials to be used and type of illumination proposed, if any.
5. Information demonstrating conformance with the Uniform Building Code requirements.
6. \$50 fee per sign. If sign is to be located on a property within a designated historic district, a deposit for estimated DRB processing costs is required. If the sign requires a Building Permit, Building Permit fees also apply.

## SIGN PERMIT APPLICATION

Applicant/Agent Name:	
Applicant/Agent Address (City, State, Zip):	
Phone Number:	Email:
Parcel Address(es):	
Parcel Number(s):	
Type of Sign(s) (blade, wall, etc)	
Size of Sign(s)	
Will the sign be lighted? (circle one) Yes          No	
If yes, please explain:	
Legal Owner(s): Submit notarized documentation that all property owners agree to the proposed land use action. Note: The following information is to be completed if the property owner is different from the applicant.	
Property Owner(s):	
Phone Number:	Email:
Property Owner Address (City, State, Zip)	

By my signature, I certify that I have reviewed all submittals for completeness and accuracy.

**Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Signature of Owner:**\_\_\_\_\_

**Date:**\_\_\_\_\_