



# SIGN PERMIT APPLICATION CHECKLIST

## CHECKLIST FOR SIGN PERMIT APPLICATION:

Applicant*	Qty.		Staff
		Complete <u>Building Permit Application Form</u>	
		Proof of Property Ownership OR Signature Authority (if required)	
		<u>Three (3) copies of Site Plan drawings for Pole and Monument Signs; Wall Signs and Awnings</u> (Assembled and stapled into sets) Minimum Plan Size 11" x 17"	
		Three (3) copies of Sign detail drawings	
		Additional requirement for Free standing Sign; Landscaping plan to be submitted	
		Two (2) copies of Foundation and Structural details for free standing Signs and means for fastening building mounted Sign	
		Contractor's registration card issued by the Department of Labor and Industries (LNI)	
		Proof Contractor has a City of Milton Business License (go to <a href="http://www.bls.dor.wa.gov/file.aspx">www.bls.dor.wa.gov/file.aspx</a> to add a City to your State of Washington Master License)	
		Street Work Permit ( <i>if applicable</i> ), documents required for submittal: <ul style="list-style-type: none"> <li>• Signed Street Work Permit form</li> <li>• Certificate of Insurance (with City of Milton as an Additional Insured)</li> <li>• Performance Bond – \$5000 or 1.25 x cost of job, whichever is greater (Bond must also include Original Signatures, Original Stamp/Embossment and <u>MUST</u> be good for two years)</li> <li>• Traffic Control Plan</li> </ul>	
		THIS CHECKLIST IS NOT ALL INCLUSIVE	
		<b>*PLEASE INITIAL DOCUMENT(S) HAVE BEEN SUBMITTED</b>	

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