



PLANNING DEPARTMENT

Mailing Address: P.O. Box 39, Concrete, Washington 98237

Office Location: 45672 Main Street, Concrete, Washington

98237 Phone: (360) 853-8401

PLEASE REFER TO THE SIGN PERMIT APPLICATION CHECKLIST BELOW FOR SUBMITTAL REQUIREMENTS

**SIGN PERMIT APPLICATION:**

<b>PROJECT ADDRESS (Street, Suite):</b>		<b>PARCEL(S) #:</b>	<b>VALUATION:</b>
<b>APPLICANT:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Architect/ Designer <input type="checkbox"/> Other		Phone:	
Address (Street, City, State, Zip):		Email Address:	
<b>PROPERTY OWNER:</b> <input type="checkbox"/> Same as applicant		Phone:	
Address (Street, City, State, Zip):		Email Address:	
<b>CONTACT PERSON:</b> <input type="checkbox"/> Same as applicant		Phone:	
Address (Street, City, State, Zip):		Email Address:	
<b>CONTRACTOR:*</b>		Phone:	
Address (Street, City, State, Zip)		Email Address	
*All Contractors & Subcontractors must have a valid Town of Concrete Business license prior to doing work in the Town.		Professional License #:	Exp. Date:
		Business License #:	Exp. Date:
<b>PROPOSED WORK:</b>			
<b>ELECTRIC SIGN:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> SINGLE-TENANT BUILDING <input type="checkbox"/> MULTI-TENANT BUILDING	
<b>TYPE OF SIGN PROPOSED:</b> <input type="checkbox"/> Wall /Building Mounted Sign <input type="checkbox"/> Projecting <input type="checkbox"/> Illuminated <input type="checkbox"/> Digital <input type="checkbox"/> Non-Illuminated <input type="checkbox"/> Free Standing Pole Sign <input type="checkbox"/> Monument Sign <input type="checkbox"/> Billboard Sign			
<b># of Signs Existing:</b>	<b># of Signs to Remain:</b>	<b># of Signs Proposed:</b>	
<b>Proposed Sign Height (Wall Sign):</b>	<b>Proposed Sign Length:</b>	<b>Proposed Sign Area:</b>	
<b>Proposed Sign Height above grade (Freestanding Sign):</b>	<b>Total SQ' of Signs Existing:</b>	<b>Total SQ' of Signs Proposed:</b>	
I declare under penalty of perjury that the information I have provided on this form/application is true, correct, and complete, and that I am the property owner or duly authorized agent of the property owner to submit a permit application to the Town of Concrete.			
<b>Print Name:</b> _____		<input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner	
<b>Signature:</b> _____		<b>Date:</b> _____	



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Applicant Checklist:		PERMIT TYPE:	
		Sign Permit:	Office Use Only:
	<b>SUBMITTAL REQUIREMENTS:</b> <i>The number indicates the number of copies for submittal (if applicable).</i>		
	Sign Permit Application (see above)	1	
	Sign Permit Fee (Due at time of issuance)	✓	
	Provide structural details of sign support(s) and all structural connections	1	
	Site Plan (Drawn to Scale) for all types of signs showing the zoning district's setbacks from property line(s)	1	
	Provide a copy of your boundary survey, if required	1	
	Detail drawing of proposed sign showing sign lettering, sign area, sign location, and sign height from grade (Drawn to scale with dimensions)	1	
	Building Elevations /Image (with proposed & existing signs shown on it). Show building façade dimensions (width & length) on the elevations /image.	1	
	If the proposed sign is <u>electrical</u> , an electrical permit and inspection is also required from the Department of Labor and Industries located at 525 East College Way, Suite "H", Mount Vernon, WA. They can be reached at (360) 416-3000.	✓	