



# Sign Permit Submittal Requirements

**BB-04**

Sign  
BULLETIN

## Community Development Department

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This Informational Bulletin outlines the permit submittal requirements for Sign Permits. A building permit is required for all sign projects unless specifically exempted. The matrix on the reverse side of this bulletin lists the various types of Sign Permits, types of required documents and drawings, and the number of each item that must be provided at permit submittal. The following items are the minimum submittal requirements:

- 1. Permit Application:** A completed and signed [Sign Permit Application BA-03](#) for all sign projects. All Building Permit applications and forms are located on the [City of Ellensburg's website](#). Planning Permit applications are also on the [City of Ellensburg's website](#) and may be required based on the specific project requirements.
- 2. Construction Documents:** Drawings shall be dimensioned and drawn upon suitable material.
  - Drawings must be on a minimum of 11" x17" paper and drawn at minimum ¼" scale. If engineering is required, the plans and calculations for a project must be "stamped" if a registered design professional (architect and/or engineer) by either WA State Licensing laws and/or WA State Building Codes. ([See Bulletin BB-13 Architect & Engineer Requirements](#)).
  - The construction documents shall show in sufficient detail all items necessary to verify code compliance including but not limited to: sign colors and dimensions, location of the sign on the building and connection detail(s), pole sign engineering drawings and calculations. ([See Bulletin BB-14 Design Criteria & Codes](#)).
- 3. Site Plan:** A Site Plan is required for all new and/or substantially modified signs. The Site Plan must be drawn to 1:20 scale showing the size and location of new construction and existing structures, distances from lot lines, grades and elevations, streams and floodplains, existing and new utilities, easements, parking and other information. ([See Bulletin BB-10 Site Plan Requirements](#)).
- 4. Valid WA State Contractor license & City Business Licenses:** Current Licenses must be provided at submittal (not required if owner exempt). ([See Bulletin BB-12 for Contractor Licensing Requirements](#)).
- 5. Permit Fees:** In order to submit a Sign Permit Application the sign permit fees must be paid in full.

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Community Development currently provides three methods to apply for a building permit:

**Apply in Person:** Permit applications may be submitted in person at the address shown on this page. Permit staff are available Monday - Friday from 8:00 am -12:00 pm, 1:00 pm -5:00 pm.

**E-Mail the Application:** The permit application may be emailed to [permits@ellensburgwa.gov](mailto:permits@ellensburgwa.gov) along with required submittal documents.

**Apply Via the Online Portal:** Visit <https://ci-ellensburg-wa.smartgovcommunity.com/Public/Home> You will be required to create an online profile and upload the application and required submittal documents.

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This document is intended to provide guidance in applying certain regulations and is for informational use only. It cannot be used as a substitute for the Construction Codes or for other city, state or federal codes and regulations. This may not be a complete list and other City Departments may require more information during review.

## Sign Permit (Submittal Requirements)

	Sign Permit Application	Critical Areas Form	Contractor & City Licenses	Site Plan	Colored Sign Plan Drawings	Building Elevation(s)	Connection Details	Engineering Drawings	Proof of Insurance
<b>Wall Sign</b>	a		c	d	e	f	g	h	
<b>Pole Sign</b>	a	b	c	d	e		g	h	
<b>Monument Sign</b>	a	b	c	d	e		g	h	
<b>Projecting Sign</b>	a		c	d	e	f	g	h	i

### Footnotes:

- a. A complete and signed [Sign Permit Application BA-03](#) is required for all sign projects. A sign permit is required for all Sign projects unless specifically exempted. See [Ellensburg Municipal Code Chapter 3.12.360](#) for exempt signs.
- b. Critical area review and approval is required for projects located in or near a Critical Area per EMC Title 15, Article 6. (i.e. wetlands, floodplains, streams, slopes, etc.). [\(See Form PA-02 Critical Area Review Application Form\)](#), a \$150 fee is required at submittal.
- c. A valid WA State Contractor License and City Business License must be provided at submittal (not required if owner exempt). [\(See Bulletin BB-12 for Licensing Requirements\)](#).
- d. The site plan shall be a minimum of 1:20 scale. For specific site plan requirements [\(See Bulletin BB-10 Site Plan Requirements\)](#).
- e. Complete plan drawing(s) are required that depict color sign design and dimensions of sign(s).
- f. Elevation drawing(s) of the building are required to show the location and dimension of the sign(s) on the building for walls sign(s) and projecting sign(s). The elevation drawing must also show distance to bottom of the projecting sign above the sidewalk/right-of-way.
- g. Connection detail(s) are required that show how the sign is connected to the building.
- h. Stamped engineering drawing(s) are required for all pole signs. Stamped engineering drawings may be required for other types of signs depending on the size and complexity of the sign. If engineering is required, the plans and associated calculations shall be stamped by the design professional in accordance with the WA State Building Codes and WA State Licensing laws and regulations [\(See Bulletin BB-13\)](#).
- i. Projecting signs, where allowed by the sign code, require an agreement to save the City harmless for damages and proof of insurance. [\(See the Sign Permit Application BA-03\)](#).