



# SIGNS and BILLBOARDS

- Information about signs can be found in [PCC Chapter 18B Development Regulations - Signs](#)

Parcel Numbers: \_\_\_\_\_

<b>Application Checklist</b>	<b>RECEIVED</b>
<b>A COMPLETE APPLICATION REQUIRES ONE ELECTRONIC COPY OF EACH OF THE FOLLOWING ITEMS:</b>	
<b>Application:</b> The sign/billboard application is included on this form	
<b>Site Plan:</b> Show all property lines, proposed and existing structures, sign locations, site distance triangle, road locations and names. Site plan must be drawn to scale.	
<b>Business/Building Sign Inventory:</b> Show all sign locations and dimensions.	
<b>Structural Plan:</b> Include notes identifying structural materials, sign dimensions, sign copy, assembly, and footing size. Also need mounting details, attachment details and plan view of sign. Engineer's stamp is required if the sign is over 15 feet tall.	
<b>Drawing or Photo of Sign:</b> Show design, color, shape, materials, lighting, and dimensions.	
<b>Master Sign Plan:</b> Required for multi-tenant and multi-building complexes	

## Application:

Business Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Community Plan Area: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ License #: \_\_\_\_\_

Email Address: \_\_\_\_\_

<b>For Office Use Only</b>	
App Type	
Planning Fee Code	
Accepted as complete by	

**(OVER)**

**Sign Definitions can be found in the Pierce County Code at the following links:**

[18B.70.010 Signs](#)

[18.25.030 Definitions](#) (for Billboards)

**Sign Type:**

**Billboard**

**Business**

**Business Identification**

**Construction**

**Directional**

**Iconic**

**Identification Sign**

**Nameplate**

**Real Estate**

**Temporary**

**Other:** \_\_\_\_\_

**Propose to:**

Erect  Relocate  Alter  Re-hang  Other \_\_\_\_\_

**Sign Structure / Installation Type:**

Free Standing

Roof Mounted

Wall (Flatwise)

Wall (Projecting)

**Location of Sign:** \_\_\_\_\_

**Exact Sign Wording:** \_\_\_\_\_

**Sign Face Dimensions (per face):**

Length: \_\_\_\_\_ Height: \_\_\_\_\_ Thickness \_\_\_\_\_ Ground Clearance: \_\_\_\_\_

Height Above Ground: \_\_\_\_\_ Area: \_\_\_\_\_

Number of Display Sides: \_\_\_\_\_ Display Area: \_\_\_\_\_ Weight: \_\_\_\_\_

Electrical:  Yes  No **Flashing Signs Are Prohibited**

Illuminated:  Yes  No If yes, how? \_\_\_\_\_

**Setbacks from Property Lines:** Front: \_\_\_\_\_ Sides: \_\_\_\_\_ Rear: \_\_\_\_\_ Other: \_\_\_\_\_

**Estimated Cost of Sign:** \_\_\_\_\_ **(Required)**

I hereby certify that the above information is correct and that I have the consent of the owner, or person in legal possession of the property upon which the sign(s) is/are to be erected, to install the sign(s) described above and that the applicable laws or codes relating to the work described will be met.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date