



Signs and Billboards

Application and Checklist

This is the Submittal Standard Checklist referenced in [PCC 18.40.020 A](#), Form and Content.

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

Application Checklist	
Applicant Attestation	Applicants must confirm they have a legal right to begin the permitting process for the proposed development project. The form must be completed and uploaded with application submittal along with any required supporting documents. If the applicant is an agent of the property owner, they must submit written permission from the property owner that authorizes them to act on their behalf. A completed application, signed by the property owner, counts as agent authorization.
Site Plan	
Application	The sign/billboard application is included on this form
Business/Building Sign Inventory	Show all sign locations and dimensions.
Structural Plan	Signs shall comply with appendix H and Chapter 16 of the International Building Code. Drawings shall include notes identifying structural materials, sign dimensions, assembly, and footing sizes, mounting details, attachment details and plan view of sign.
Drawing or photo of sign	Show design, color, shape, materials, lighting, and dimensions.
Master Sign Plan	Required for multi-tenant and multi-building complexes
Sign Variance Review Criteria	Required if you are applying for a Sign Variance.

All Items must be submitted to be considered a complete application.

Application

Business Name: _____

Site Address: _____

Zone: _____ Community Plan Area: _____

Owner's Name: _____ Phone: _____

Address: _____

Email: _____

Contractor: _____ Phone: _____

Address: _____ License #: _____

Email: _____

Sign Type

- | | |
|--|--|
| <input type="checkbox"/> Billboard | <input type="checkbox"/> Identification Sign |
| <input type="checkbox"/> Business | <input type="checkbox"/> Nameplate |
| <input type="checkbox"/> Business Identification | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Temporary |
| <input type="checkbox"/> Directional | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Iconic | |

Sign Definitions can be found in the Pierce County Code at [18B.70.010 Signs](#) and [18.25.030 Definitions](#) (for billboards).

Propose to:

- Erect Relocate Alter Rehang 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)

Signatures:

The Applicant/Agent must sign the application

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.

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work only after all necessary permits and approvals have been received.

I hereby grant to the agencies to which this application is made or forwarded, the right to enter the above-described location to inspect the proposed, in-progress, or completed work.

Property owner:

- I authorize the applicant/agent to act on my behalf in matters related to this application.
- I authorize the applicant/agent to receive issued and approved plans from Pierce County.

Property Owner Signature

Date

Applicant/Agent Signature

Date

Applicant Attestation:

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