



CITY OF NEWCASTLE Community Development Department

Sign, Awning, and Monument Permit Information

Sign, Awning, and Monument Permit Information

General Information. A sign permit authorizes the installation, alteration, or repair of any permanent sign that is visible from the public right-of-way. Signs must be installed by a licensed contractor, unless installed by the business owner. The contractor completing the installation, alteration, or repair will need to obtain a City of Newcastle business license prior to application submittal.

Fee. The sign permit fee is based on 16% of the total project cost associated with the sign installation. For example, if the project cost is valued at \$1000, you would multiply $1000 \times .16 = 160$. The total sign permit fees would be \$160. The minimum fee for a sign permit is \$120, and the maximum is \$1175. Fees are due in total at the time of submittal and prior to any review or inspection.

Timeline. You don't need an appointment to submit a sign permit application. All applications must be turned in to City Hall in-person. Our review time for a sign permit depends on how complex your project is and the quality and completeness of your original application. Generally, all sign permit reviews are completed within one month, and usually within 2-3 weeks.

Steps To Get Your Permit.

1. Gather Pertinent Information

- The location of your sign, including parcel ID number, property legal description, and address. This information is most readily accessed via King County iMap (<http://gismaps.kingcounty.gov/iMap>).
- Review the City's Zoning Map to identify which zone the property falls under. The Zoning Map can be found here: http://newcastlewa.gov/departments/community_development/planning.
- Review Newcastle Municipal Code Section 18.20 (Development Standards – Signs) to understand what types and sizes of signs are permissible in your zoning district and/or for a specific use.
- Review Newcastle Municipal Code Section 18.12.200 (Sight Distance Requirements) and Public Works Standard ST-16 to understand setback requirements from street intersections and site access points. The Municipal Code and Public Works Standards can both be found here: http://www.newcastlewa.gov/city_hall/city_regulations.
- Obtain sign manufacturer's and/or installation contractor's contact information and ensure the installation contractor has a City of Newcastle business license (obtainable at the City Hall front desk or at the WA Department of Revenue at dor.wa.gov).
- Obtain Sign Permit Application, available at: http://newcastlewa.gov/departments/community_development/building/applications_forms.

2. Complete Permit Application

You will need:

- The address and legal description of the property for which signage is being permitted;

- Landowner, business owner, or tenant contact name, address, e-mail and telephone number;
- Contractor or installer information, including state license number and city business license number;
- Description of work: what kind of sign is being installed and where (wall, ground, etc.);
- Proofing and graphics documents from sign company that include the words/messaging and the area/width/height of all words/messaging and graphics on the sign face(s);
- Two sets of site plans that include the following information in a combination of graphic and textual representation to adequately convey to the City the intent and plan for signage installation:
 - Square footage and all dimensions of sign body and supporting structures (height, length, width, including measurements of subareas for signs that are not square or rectangular);
 - Square footage of building facade where sign will be **(for signs on buildings only)**;
 - Elevation drawing of building frontage where sign will be installed **(for signs on buildings only)**;
 - Dimensions of where the sign will be located on the building frontage (for example, “48 inches from the average grade elevation”) **(for signs on buildings only)**;
 - Location and measurements of sign with respect to all pertinent property lines, driveways, and other existing signs **(for freestanding/monument signs only)**;
 - Illumination plan and information. (For example, is the sign externally or internally illuminated? Is it illuminated from the ground or from a building? Include strength in lumens of any internal and/or external illumination and any shielding information.)

The submitted site plan and engineering/construction documents must be in full color and depict the actual colors and finishes of all sign elements, words, and graphics of the sign as it is proposed to be installed. We are unable to accept any applications that are not 100% complete according to these specifications and according to Newcastle Municipal Code.

3. Submit an Application:

Applications are accepted during normal counter hours at the City of Newcastle City Hall, located at:

Newcastle City Hall
 12835 Newcastle Way, Suite 200
 Newcastle, WA 98056

If you have questions prior to submittal please contact the City of Newcastle at 425-649-4444.

4. On-Site Inspections (Preliminary and Final)

Once your application has been reviewed and approved, please contact the City of Newcastle for planning and building inspections prior to installation. After installation, please contact the City of Newcastle again to schedule a final set of inspections to ensure compliance with City ordinances and the issued permit.



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Sign Permit Application

Application Date:	Intake Staff :	Amount Due:	Permit #:
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SIGN PERMIT APPLICATION

Owner of Sign _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Applicant _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Email Address _____

Contact Person _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Email Address _____

Contractor _____ Phone _____

State License # _____ Newcastle Business License# _____

Mailing Address _____ City _____ State _____ Zip _____

- Estimated project cost: \$ _____
- Type of Sign: Marquee Monument Pedestal Pole Projecting Wall
- Illumination: Internal (Cabinet) Internal (Letters only) External Non-Illuminated
 Other (Describe) _____
- Sign area (sq. ft.): _____
- Sign Dimensions: _____
- Street frontage of entire property (ft.): _____
- Number of tenants or available business spaces on the property: _____
- List the size and type of all existing signs associated with the business:

- List the type and size of all other existing signs on the property:

- Is this an application for an off-premise sign? Yes No

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Owner/Agent: _____ Date: _____