



Permit Center
210 Lottie Street
Bellingham, WA 98225
phone: 360-778-8300
fax: 360-778-8301
www.cob.org

Sign & Awning Permit Application

Office Use Only

Date Received: _____

QRP Standard Major

Permit Numbers:

Project Address

Contractor

Applicant

Company: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

State License #: _____ Exp: _____

Email: _____

Bellingham Business Reg. #: _____

- Applications accepted by mail must include a check for the deposit(s)
- See reverse for plan and submittal requirements

Project Description

Parcel Number

Legal Description

Project Valuation

\$ _____

Sign Information

Number of signs: _____

Number of awnings: _____

Type: Freestanding or Wall-mounted

Height of freestanding sign(s): _____

Total square footage of all proposed signs: _____

Will any sign be electrical or lighted: Y or N

Will any sign extend over the ROW? Y or N

Plan Review Fee Paid

Date: _____ Amount: _____

Receipt Number: _____

Property Owner

Applicant

Name: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____ Email: _____

Architect Designer Engineer (if any) Applicant

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Tenant

Applicant

Company: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____ Email: _____

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct. I also acknowledge that by signing the application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If, at any point during the review or inspection process, I am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.

Signature by Owner/Applicant/Agent

City and State where this application is signed _____

Date



Sign & Awning Permit Requirements

Submittal requirements:

Two sets of plans (and one additional set if any sign is electrical or will be lighted) that clearly indicate the size and type of sign and the location and attachment details specific to the project. Plans should include the following:

1. **Site Plan:** Show the location of the buildings, property lines and location of the proposed sign(s) and/or awning(s). It should be clear if any sign is intended to extend over the public Right of Way. Setbacks should be identified for all signs near the public Right of Way.
2. **Sign Design:** Show the sign design and size (dimensioned) of sign face and lettering/graphics.
3. **Details:**
 - a. **Foundations:** If the proposed sign is freestanding, clearly depict the intended foundation including reinforcement, dimensioned. (If structural calculations are required, the licensed design professional must stamp and sign the plans and calculations. At least one copy of the plans and the copy of the calculations must be an original stamp and signature).
 - b. **Attachments:** Clearly depict the intended method of attachment of the sign to the building or structure. This should include size of hardware and indicate the material of the sign and the actual element of the building or structure it is being attached to.
4. **Electrical or illuminated signs** must also submit a completed Commercial Electrical Permit Application and one additional set of plans. This set of plans must also include the electrical wiring details, and show the location of panel that the sign will receive power from.
5. **Fabric covered awnings** require a certificate of flame retardancy of the fabric (i.e. California State Fire Marshal Certificate or equivalent).

Sign Code Sections:

Signs are regulated based on the zoning classification of the property they are installed upon. To locate the zoning of the subject property, use the zoning maps and tables found online at <http://www.cob.org/services/neighborhoods/community-planning/neighborhoodplanning/neighborhood-plans-and-zoning.aspx>. The following Bellingham Municipal Code (BMC) Sections govern sign regulations for the following zoning classifications:

- Residential Single: [BMC 20.30.090](#)
- Residential Multiple: [BMC 20.32.100](#)
- Commercial: [BMC 20.34.100](#) (see specific use qualifier, i.e. Neighborhood)
- Industrial: [BMC 20.36.100](#) (see specific use qualifier, i.e. Light)
- Planned: Properties in these areas should have a Planned Development Contract that specifically outlines sign requirements for the parcel. Please contact the Permit Center at (360) 778-8300 if your proposal includes a property in a Planned area.