



**CITY OF TUKWILA**

**Department of Community Development**

6300 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 431-3670

**PERMANENT SIGNS**

Type of Permit: **SIGN**

Subtype: **PERMANENT**

The materials listed below must be submitted at the time of your application.

Please ensure your files conform to **City of Tukwila’s [electronic submittal standards](#)** prior to upload.

✓	ATTACHMENTS REQUIRED	NAMING CONVENTION
	<b>DOCUMENTS</b>	
	Washington State Department of Labor and Industries valid contractor’s license or owner affidavit.	Contractors license Owner Affidavit
	Current City of Tukwila business license	Business license
	<b>PLANS</b>	
	<b>Site plan (see Figure 1):</b> <ul style="list-style-type: none"> <li>• Scale and North Arrow</li> <li>• Property lines</li> <li>• Setbacks from property lines</li> <li>• Length of street frontage</li> <li>• Arrows showing location of all existing and proposed signs on site (label each sign alphabetically)</li> <li>• Location of all public entrances</li> <li>• Labeled streets</li> </ul>	Site Plan
	<b>Building Mounted Elevation View, if applicable (see Figure 2)</b> <ul style="list-style-type: none"> <li>• Dimensions of building and calculations of exposed building face (total length x total height of tenant space)</li> <li>• Detailed drawings of individual signs showing all dimensions as well as text and graphics</li> <li>• Sign materials, color, and illumination type</li> <li>• (illuminated signs require a separate <a href="#">electrical permit</a>)</li> <li>• Calculations of sign area. For instructions on calculating your maximum allowed sign, see handout/TMC Chapter 19</li> <li>• Structural review required if weight is over 400 pounds</li> </ul>	Building Elevation View
	<b>Freestanding Elevation View, if applicable (See Figure 3)</b> <ul style="list-style-type: none"> <li>• Height of sign from average grade</li> <li>• Dimensions and calculations of total sign area and total message area</li> <li>• Sign materials, color, and illumination type</li> <li>• (illuminated signs require a separate <a href="#">electrical permit</a>)</li> </ul>	Freestanding Elevation View

✓	ATTACHMENTS REQUIRED	NAMING CONVENTION
	<b>DOCUMENTS</b>	
	<ul style="list-style-type: none"> <li>• Scaled and dimensioned footing designs and height calculations (not required if reface or copy changes to an existing freestanding sign, provided there is no change in sign height, area or location)</li> <li>• Foundation/footing information</li> </ul>	

NOTE: All files must be in PDF format

## GENERAL INFORMATION

The issuance of some signage within the City may require a permit from the Washington State Department of Transportation (WSDOT). It is the applicant’s responsibility to obtain all required permits from the appropriate government agency. For information on permits that may be required from **WSDOT call (360) 705-7296**.

The issuance of a sign permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the Tukwila Municipal Code (TMC) or of any other ordinance of the City. Permits presuming to give authority to violate or cancel the provisions of the TMC or other ordinances of the City shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the Director of Community Development from requiring correction of errors in the construction documents and other data (TMC 19.12.020 (C)). Pursuant to TMC 19.12.150, sign permits shall be valid for 180 days from the date of issuance of the sign permit. The Director of Community Development may approve one extension of up to 30 days if a written request is submitted to the City **BEFORE** expiration of the 180 day period.

## INSPECTIONS

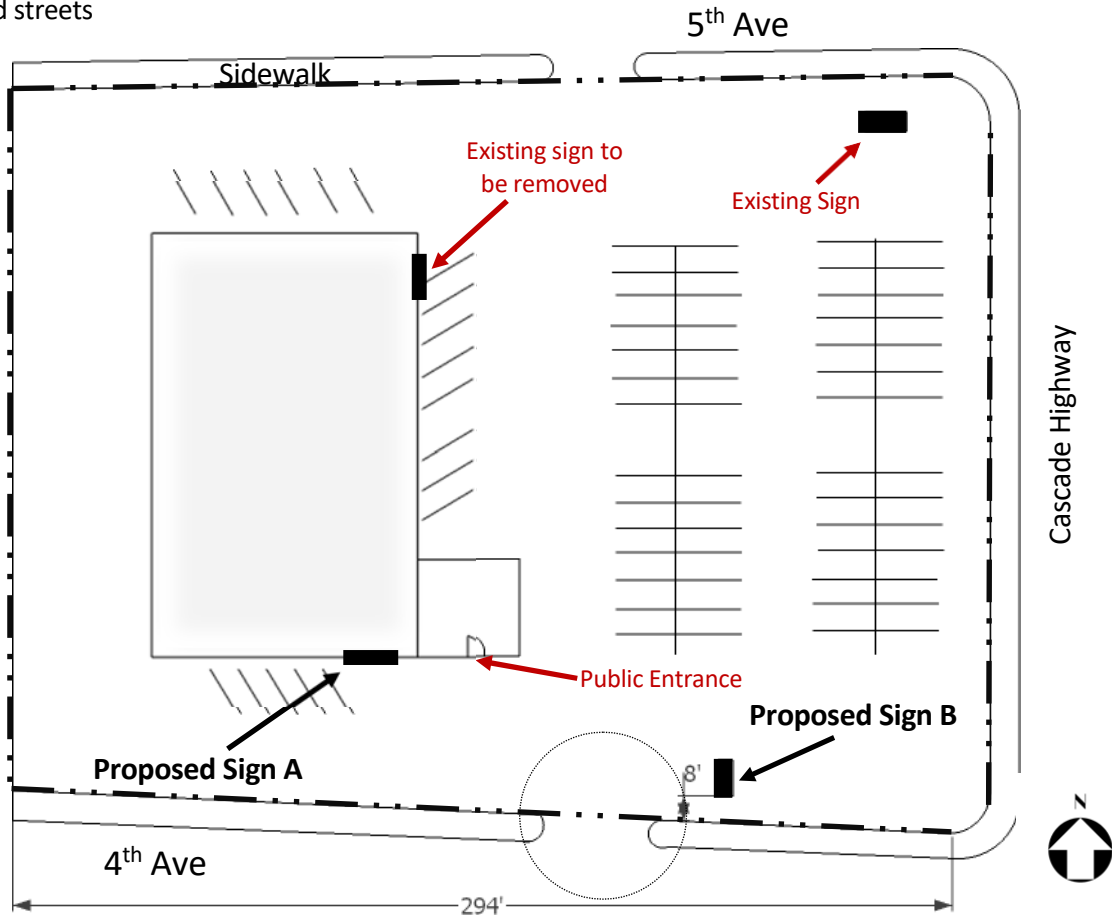
The Sign permit inspection is typically completed in approximately 30 days of approval.

If an [electrical permit](#) is deemed necessary, it is the responsibility of the installer to obtain an electrical permit and request the related inspections through the [online portal](#). *The electrical inspector will need access to complete the Electrical portion of the inspection.*

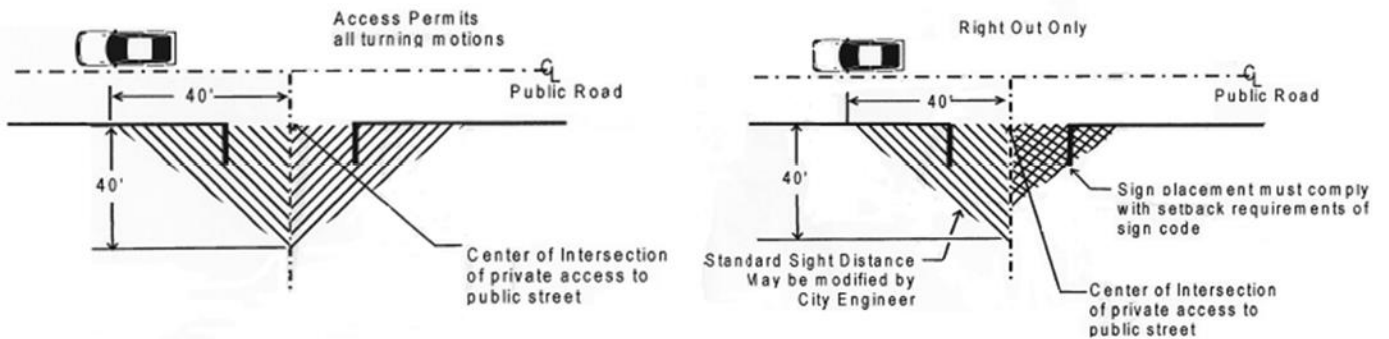
# Planset Templates

**FIGURE 1: Site Plan Template**

- Scale and North Arrow
- Property lines
- Setbacks from property line(s)
- Length of street frontage
- Arrows showing location of all existing and proposed signs on site (label each sign alphabetically)
- Location of all public entrances
- Labeled streets



Freestanding signs must be placed outside of sight distance triangle (below). Additional requirements may apply for signs at the corner of an intersection.



## FIGURE 2: Building Mounted Elevation View

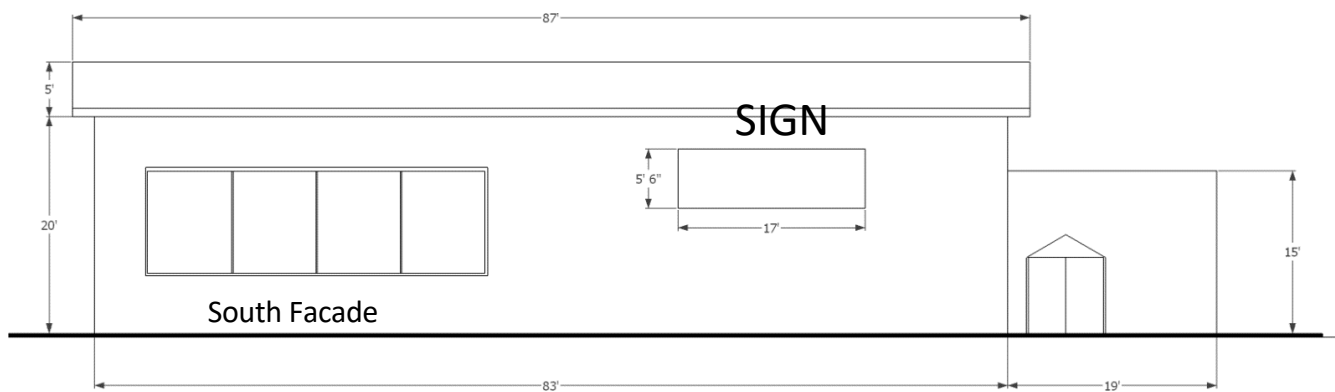
- Dimensions of building and calculations of exposed building face (total length x total height of tenant space) included on planset
- Detailed drawings of individual signs showing all dimensions as well as text and graphics
- Calculations of sign area. For instructions on calculating your maximum allowed sign, see “Worksheet for Building-Mounted Signs in Commercial/Industrial Zones” below.
- Structural review required if weight is over 400 pounds

### Example Calculations (include on planset)

**Exposed Building Face:**  
 $(20' * 83') + (5' * 87') + (15' * 19') =$   
**2,380 sf**

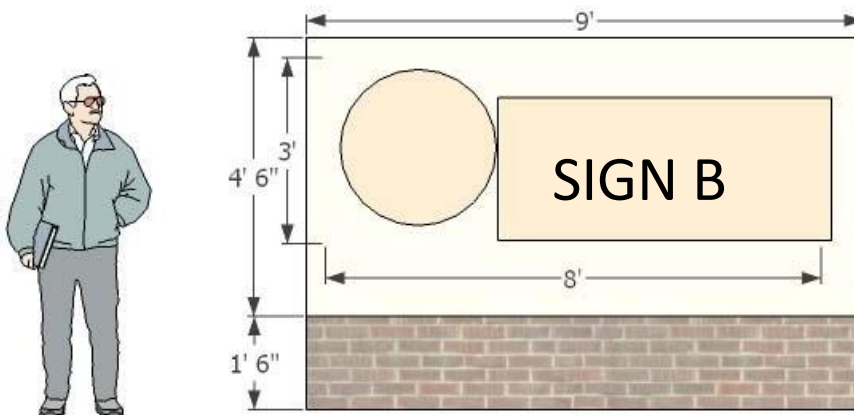
**Maximum Allowed:**  
 $(2,380 - 1,500) * .03 + 65' =$   
**91.4 sf**

**Proposed:**  
 $5' * 17' =$   
**85 sf**



## FIGURE 3: Freestanding Elevation

- Height of sign from average grade
- Dimensions and calculations of total sign area and total message area
- Sign materials, color, and illumination type
- Scaled and dimensioned footing designs and height calculations (not required if reface or copy changes to an existing freestanding sign, provided there is no change in sign height, area or location)
- Foundation/footing information



### Example Calculations:

**Sign Area:**  $9' * 4.5' = 40.5 \text{ sf}$

**Message Area:**  $8' * 3' = 24 \text{ sf}$

**Height above average grade:** 6'



# Worksheet for Building-Mounted Signs in Commercial/Industrial

The City's sign code permits a variety of building mounted signs, including wall signs, signs on awnings, canopy signs and projecting signs. This sign permit application can be used to determine the total number of building mounted signs permitted for your business. The application also provides the specific code standards for the common types of building mounted signs; see TMC 19 Sign Code for details. Please note that you may not qualify for all signage types outlined in this application.

## Permanent Wall Signs

- Each public entrance is eligible for either a flush mounted wall sign or an awning face sign.
- In some cases an additional wall sign maybe permitted on walls that do not have entrances, "Incentive Signage Provision" below.
- Use the table below to determine the maximum permitted size of your wall sign:

AREA = (L x H) of Exposed Building Face (EBF) in square feet =	Maximum Permitted Sign Area
0-500	EBF x .05 or 20 square feet, whichever is larger
501-1,500	(EBF-500) x .04 + 25 square feet
1501-3,000	(EBF-1,500) x .03+ 65 square feet
3,001-5,000	(EBF-3,000) x .02+ 110 square feet
Over 5,000	150 square feet maximum

## Incentive Signage Provision

Businesses may be permitted additional flush-mounted building signage on walls fronting their tenant spaces that do not qualify for the signage described in Section 19.20.50.A, under the following circumstances:

1. The business or use may not have any other building-mounted signage oriented in the same direction as the incentive sign.
2. Architectural interest must be provided through at least one of the following methods:
  - a. At least 50 percent of the wall area between the height of two and seven feet must be transparent with either an unobstructed view into the business or use, or a display window with a depth of at least three feet.
  - b. Architectural detailing consistent with the building design using changes in color, materials, texture and variations in the wall plane.
  - c. Artwork such as mosaic, mural or sculptural relief over at least 50 percent of the wall surface.
  - d. One or more trellises covering at least 50 percent of the wall area between the height of two and seven feet, planted with climbing vines and other plant materials in a planting bed at least two feet in width and provided with permanent irrigation.
  - e. The allowable area of the sign is 50 percent of that calculated in "Table 2 – Allowable Message Area for Permanent Wall Signs in Commercial and Industrial Zones."

# Worksheet for Freestanding (Monument) Signs in Commercial/Industrial Zones

A sign permit is required for the installation of a new freestanding sign. In most circumstances the City only allows new freestanding signs to be monument style signs. Certain large premises that have gone through the Master Sign Program are eligible for grand monument signs. Information on installing a new freestanding sign is found in section 1 of this application, with information on installing new grand monument signs following section 1.

## Freestanding Signs

Each premise is permitted to have one freestanding-monument style sign. Additional monument signs are permitted based on the total amount of linear street frontage along the premise. Table 1 below outlines the development standards and total number of signs permitted for most premises.

Total ROW of Premise	Allowable Sign Message Area <sup>1</sup>	Total Allowable Sign Size <sup>2</sup>	Maximum Height	Number of Signs
Less than 400 feet	36 sf per side/ 72 sf total	54 sf per side/ 108 sf total	6 feet	One
400-599 feet	50 sf per side/ 100 sf total	70 sf per side/ 140 sf total	7 feet	One
600-799 feet	60 sf per side/ 120 sf total	80 sf per side/ 160 sf total	7 feet	One
800-999 feet	66 sf per side/ 132 sf total	88 sf per side/ 176 sf total	8 feet	Two
1,000 feet and over	72 sf per side/ 144 sf total	96 sf per side/ 192 sf total	8 feet	One for every 400' of linear street frontage.

1. The allowable message area is either the face panel of the sign, or for channel letters or signs painted on seating or retaining walls, that portion of the sign devoted to the actual message, logo, or business name.
2. Total size is the entire area of the sign, including the support structure.

## General Requirements for Freestanding Signs in Commercial and Industrial Zones

1. **Setback:** All monument signs shall be placed at a minimum of 5 feet from all property lines; however no sign taller than three feet shall be placed within the sight distance triangle, unless it can be demonstrated the sign will not pose a safety risk by reducing visibility for motorists turning out into traffic.
2. **Maximum Width:** The maximum width permitted for any new monument sign is 15 feet,
3. **Address Requirement:** All new freestanding signs shall have the address number or address range of the premise listed on the structure. The address shall not be counted toward the allowable sign message area limit. Address numbers must be plainly legible and visible from the street fronting the property. The address numbers must contrast with the sign background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1.5 inches.

### **Corner Properties**

Some corner properties may qualify for more than one monument sign, even if they have a limited amount of street frontage. A property that borders on more than one public street, but has less than 800 total feet of linear frontage, is permitted to have one monument sign per street if the following criteria are met:

1. The property has a least 200 feet of frontage on each public street where a sign will be placed;
2. Each public street provides direct access to the property; and
3. For each separate street frontage Table 1 listed above shall be used to determine the design standards for any proposed monument sign.

### **Non-Conforming Signs**

Some properties that have a non-conforming sign permit may be able to reface or change the panels of existing non-conforming signs provided the area, height, and location remain unchanged. For more information see chapter 19.36 of the Tukwila Municipal Code.