



SUBMITTAL CHECKLIST SIGN PERMIT

This submittal checklist is intended to assist you in preparing and submitting a complete application. You must submit all items in **Part 1 - Submittal Requirements** so that your application can be accepted. **Part 2 - Fully Complete Details** provides you with more, not all, detail and code references for certain submittal items. Use Part 2 as a reference to submit the required items correctly. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

See KCC 17.446.060 for conditionally exempt signs (not requiring permits) and KCC 17.446.100 for permitted sign details. A separate supplemental application is required for each proposed sign.

Sign Type:

- Store-Mounted (attached) Sign Freestanding Sign

Applicant Name: _____ Assessor Tax Parcel #: _____

Project Name: _____

Fees are due at the time of submittal. [See Current Fee Schedule](#) to estimate fee.

Accepted forms of payment:

- Cash
- Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development
- Electronic Checks - \$1.00 flat fee per electronic check
- All Major credit cards- a Third Party convenience fee will apply

Part 1 – Submittal Requirements

Please note there are nine different sign types attached to this checklist, of which only one will be applied for and a Sign Type Detail Sheet submitted with the Supplemental Application.

Please be aware that permit application submittal can take 30 minutes. This is to ensure application materials are complete and accurately prepared for a timely review from county staff.

Use the column to the left to check off items included with your application.

✓	Required Application
☐	1. Project Application for Land Use, Environmental & Site Development
☐	2. Supplemental Application for Sign Permit – 2 copies including attachments
✓	Required Submittal Items For All Sign Applications
☐	3. Submittal Checklist for Sign Permit
☐	4. Photo simulation of proposed sign in proposed location – 2 copies
✓	Required Submittal Items For Store-Mounted Sign Applications
☐	5. Store-mounted Sign Type Detail Sheet (7700D) completed, with a separate drawing to scale of the store elevation including dimensions for the width and height of the store elevation and the



	dimensions of all existing and proposed signs 17.446.100 - 2 copies
<input type="checkbox"/>	6. Photos of all existing attached signs to remain on the storefront façade – 2 copies
<input checked="" type="checkbox"/>	Required Submittal Items For Freestanding Sign Applications
<input type="checkbox"/>	7. Freestanding Sign Type Detail Sheet completed, with a separate drawing to scale of the proposed sign including the dimensions for width and height of the proposed sign (each face) – 2 copies
<input type="checkbox"/>	8. Site plan drawn to scale including the location of all existing and proposed signs, location of all road frontages, buildings and pathways, dimensioned property lines and setbacks, and landscaping consistent with KCC 17.446.070 – 2 copies
<input type="checkbox"/>	9. Footing Details – 2 copies

*In accordance with Community Development fee policies, the base fee has been determined by an average processing time. If staff hours required to process the permit exceed the base fee, additional charges may be incurred. Refunds may also be issued for those permits that require less processing time. All additional charges and/or credits must be approved by management.

Part 2 – Fully Complete Details

Detailed application requirements are noted below. Additional items may be required if the review process indicates more information is needed to evaluate the project.

Kitsap County Code (KCC) is available online at: www.codepublishing.com/wa/kitsapcounty

Code Requirement	Code Reference
Permanent arm signs and window signs are conditionally exempt provided the sign is in conformance with sign detail sheets 17.510.100.A Arm sign and 17.510.100.I Window sign	17.510.100
Measurement of sign area: Measurement of the copy area is inclusive to all attributes in and around the sign not immediately related to the structure on which it is attached.	17.510.070.I
Number of signs per road frontage: one on-site freestanding sign per street frontage in addition to attached signage. One additional freestanding sign is permitted for each additional two hundred feet of street frontage over one hundred feet of street frontage.	17.510.070.B
The total signage for a building shall not exceed either 2 square feet or 3 square feet per lineal foot of storefront façade, depending on the zone.	17.510.070.D
Wall Signage not to exceed 75% (lineal feet) of occupancy’s building frontage.	17.510.100.H
Signs shall be designed to incorporate the overall architectural style and at least one of the predominant visual elements of the organization’s building or buildings, including, but not exclusive to, the type of construction materials, color, or geometric forms.	17.510.070.F
Sign size, shape, and placement serves to define or enhance, and not interrupt or detract	17.510.100.H



from, building architectural elements such as columns, sill lines, cornices and roof edges.	
Signs shall not be animated, audible or illuminated by any intermittent, flashing or fluttering lights, provided, this shall not apply to time and temperature display or 'open' and 'closed' signs.	17.510.040
No sign shall be located within the public road right-of-way or located off-site.	17.510.040
Electronic signs are only allowed in commercial or industrial zones within an urban growth area (UGA) and are prohibited in rural areas.	17.510.080
An electronic display shall not exceed 50% of the sign size. An electronic sign is not allowed to be part of, or in its entirety, a conditionally exempt sign.	17.510.080
A new development with three or more tenants shall require the submittal of a master sign plan.	17.510.090

