



# SUPPLEMENTAL APPLICATION SIGN PERMIT

Kitsap County Code is available online at <http://www.codepublishing.com/wa/kitsapcounty/>  
Title 17 Zoning, Chapter 17.446 Signs.

A separate application is required for each sign.

This supplemental application is intended to assist you in preparing and submitting a complete application. **Sections 1 – 5** must be completed and all required items submitted for your application to be accepted. **Section 6** provides you with more detail and code references.

## Section 1 – General Project Information

Assessor Tax Parcel #: \_\_\_\_\_

Sign is for Business/Tenant: \_\_\_\_\_

Permit Number for Occupancy Permit/Certificate of Occupancy: \_\_\_\_\_

**An occupancy permit is required to be submitted in order for a business to be issued their sign permit.**

## Section 2 – Property/Business/Contractor Information

The authorized agent/representative is the primary contact for all project-related questions and correspondence. The County will email requests and information about the application to the authorized agent/representative and will 'copy' (Cc) the owner noted below. The authorized agent/representative is responsible for communicating information to all parties involved with the application. It is the responsibility of the authorized agent/representative and owner to ensure their mailbox accepts County email (i.e., County email is not blocked or sent to 'junk mail'). There may be instances where regular USPS or courier mail is used.

### **Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Sign is for Business/Tenant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Contractor:**

Check if this is the Authorized Agent/Representative for this project.

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

License Number: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_



### Section 3 – Submittal Checklist

✓ Use the Column to the left to check off items included with your Application		Number
✓ <b>Required Applications</b>		
1.	Supplemental Application for Sign Permit	1 paper or 1 electronic*
✓ <b>Required Submittal Items for All Sign Applications</b>		
2.	Photo Simulation of proposed sign in proposed location	1 paper or 1 electronic*
✓ <b>Required Submittal Items for Store-Mounted Sign Applications</b>		
3.	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.	2 paper or 1 paper and 1 electronic*
4.	Photos of all existing attached signs to remain on the storefront façade.	1 paper or 1 electronic*
5.	Additional Design Standards If you are located in the: <input type="checkbox"/> Kingston Downtown Master Plan area <input type="checkbox"/> Bethel Road Corridor plan area <input type="checkbox"/> Manchester Village Commercial zone designation Please attach supplemental information and narratives demonstration compliance and compatibility with design standards per area plan. Use header' Additional Design Standards'	1 paper or 1 electronic*
✓ <b>Required Submittal Items for Freestanding Sign Applications</b>		
6.	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 paper or 1 paper and 1 electronic*
7.	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 paper or 1 paper and 1 electronic*
8.	Footing Details	2 paper or 1 paper and 1 electronic*

\*Electronic means documents are submitted on either USB drive or disc. Electronic documents must be in a searchable PDF format (saved as PDF, not scanned). If not submitting a copy electronically, additional paper copies, as indicated above, must be included.

### Section 4 – Sign Type Information

A separate application is required for each sign.

Sign Type:

- |                                      |  |                                      |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Arm Sign    | <input type="checkbox"/> Awning Sign   | <input type="checkbox"/> Blade Sign  |
| <input type="checkbox"/> Canopy Sign | <input type="checkbox"/> Monument Sign | <input type="checkbox"/> Pole Sign   |
| <input type="checkbox"/> Roof Sign   | <input type="checkbox"/> Wall Sign     | <input type="checkbox"/> Window Sign |



How does the sign architecturally or visually relate to the building:

- Construction materials                       Color     Geometric Forms  
 Other: \_\_\_\_\_

Illumination Method:

- Sign illuminated – External     Electronic Sign  
 Sign illuminated – Internal     Sign not illuminated

**Section 5 – Electronic Signs**

Electronic % of total sign area: \_\_\_\_\_

Minimum hold time for digital message: \_\_\_\_\_

Minimum transition time: \_\_\_\_\_

Auto-dimming: \_\_\_\_\_ Yes                      \_\_\_\_\_ No  
 Illumination level (candle-foot): \_\_\_\_\_

I affirm and understand that electronic signs shall incorporate photocell / light sensors, with automatic dimming technology that appropriately adjusts to ambient light conditions. I affirm and understand that displays shall have a brightness level of no greater than 0.3 foot candles above ambient light conditions or shall maintain accordance with Section 17.446.070(E)(4), whichever is more restrictive.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Owner/Authorized Agent Signature

**Section 6 - 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](http://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 17.446.100 Arm sign and 17.446.100 Window sign	17.446.100
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.	17.446.070.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.	17.446.070.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.	17.446.070.D 17.446.100.H
Wall Signage not to exceed 75% (lineal feet) of occupancy's building frontage.	17.446.100.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.	17.446.070.F
Sign size, shape, and placement serves to define or enhance, and not interrupt or detract from, building architectural elements such as columns, sill lines, cornices and roof edges.	17.446.100.H
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.	17.446.040
No sign shall be located within the public road right-of-way or located off-site.	17.446.040
Electronic signs are only allowed in commercial or industrial zones within an urban growth area (UGA) and are prohibited in rural areas.	17.446.080
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.	17.446.080
A new development with three or more tenants shall require the submittal of a master sign plan.	17.446.090



