



SIGNS and BILLBOARDS

- Information about signs can be found in [PCC Chapter 18B Development Regulations - Signs](#)

Parcel Numbers: _____

Application Checklist	RECEIVED
A COMPLETE APPLICATION REQUIRES ONE ELECTRONIC COPY OF EACH OF THE FOLLOWING ITEMS:	
Application: The sign/billboard application is included on this form	
Site Plan: Show all property lines, proposed and existing structures, sign locations, site distance triangle, road locations and names. Site plan must be drawn to scale.	
Business/Building Sign Inventory: Show all sign locations and dimensions.	
Structural Plan: Include notes identifying structural materials, sign dimensions, sign copy, assembly, and footing size. Also need mounting details, attachment details and plan view of sign. Engineer's stamp is required if the sign is over 15 feet tall.	
Drawing or Photo of Sign: Show design, color, shape, materials, lighting, and dimensions.	
Master Sign Plan: Required for multi-tenant and multi-building complexes	

Application:

Business Name: _____

Site Address: _____

Zone: _____ Community Plan Area: _____

Owner's Name: _____ Phone: _____

Address: _____

Email: _____

Contractor: _____ Phone: _____

Address: _____ License #: _____

Email Address: _____

For Office Use Only	
App Type	
Planning Fee Code	
Accepted as complete by	

(OVER)

Sign Definitions can be found in the Pierce County Code at the following links:

[18B.70.010 Signs](#)

[18.25.030 Definitions](#) (for Billboards)

Sign Type:

Billboard

Business

Business Identification

Construction

Directional

Iconic

Identification Sign

Nameplate

Real Estate

Temporary

Other: _____

Propose to:

Erect Relocate Alter Re-hang Other _____

Sign Structure / Installation Type:

Free Standing

Roof Mounted

Wall (Flatwise)

Wall (Projecting)

Location of Sign: _____

Exact Sign Wording: _____

Sign Face Dimensions (per face):

Length: _____ Height: _____ Thickness _____ Ground Clearance: _____

Height Above Ground: _____ Area: _____

Number of Display Sides: _____ Display Area: _____ Weight: _____

Electrical: Yes No **Flashing Signs Are Prohibited**

Illuminated: Yes No If yes, how? _____

Setbacks from Property Lines: Front: _____ Sides: _____ Rear: _____ Other: _____

Estimated Cost of Sign: _____ **(Required)**

I hereby certify that the above information is correct and that I have the consent of the owner, or person in legal possession of the property upon which the sign(s) is/are to be erected, to install the sign(s) described above and that the applicable laws or codes relating to the work described will be met.

Signature of Applicant

Date