



ALL ABOUT SIGN PERMITS

COMMUNITY DEVELOPMENT DEPARTMENT
1309 MYRTLE AVENUE, ENUMCLAW, WASHINGTON 98022
(360) 825-3593 - FAX (360) 825-7232

****Important**** Approval from the City is required PRIOR to installing signage. A building permit is needed in most cases.

To apply for a sign permit first:

Determine if signage is exempt from permitting requirements, by calling the Community Development Office at (360) 825-3593 or emailing permits@ci.enumclaw.wa.us.

If your sign requires a permit:

Permanent Signs: Permanent signs requiring a Building Permit (most signs) are required to submit a Sign Permit Application. The fee for a Sign Permit is \$80.00.

Temporary Signs: Temporary signs include all manner of non-permanent signs including banners, pennants, large balloons, etc. Temporary signs require a Temporary Sign Permit application and administrative approval by the Community Development Department. Temporary sign requirements are detailed in EMC section 19.10.210 (Temporary Signs). These signs have time limits and there is no fee required for temporary sign permits

Master Sign Plan Process: A sign permit application form is required for a Master Sign Plan. The sign code allows for certain deviations from the requirements of the sign code in exchange for certain performance standards being met. An applicant can have an additional sign on a parcel, or make a sign larger than what is permitted in code if the criteria outlined in the Master Sign Plan process is met. Master sign plans are reviewed and approved by the Design Review Board, the Design Review Board meets twice per month. Completed Sign Permit Applications must be submitted to the Community Development Department a minimum of two weeks in advance of a Design Review Board meeting to be considered for placement on the next meeting's agenda. The Design Review Board may approve the sign proposal as submitted if the application meets the minimum requirements of the Master Sign Plan process.

All applications are reviewed and evaluated for compliance with the City's Sign Regulations (EMC 19.10) by Community Development Staff. A staff member may contact the applicant to request more information or to suggest potential changes.

For more information regarding the sign permit process, visit our website at:

<http://cityofenumclaw.net/219/Planning-Permit-Applications-Information> or contact our office at (360) 825-3593.