



## SIGN PERMIT COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272  
City Hall 360.794.7400 • Fax 360.794.4007

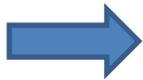
### **INSTRUCTIONS :**

Below is a checklist of items that must be submitted as part of your application for a Sign Permit. Requirements below outline the minimum information that must be provided as part of the application. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360.863.4532.

### **SUBMITTAL CHECKLIST**

- ◇ (1) Original plus (2) copies of the Combined Permit Application Form
- ◇ (1) Vicinity map (on 8½" X 11")
- ◇ (2) Copies of the construction drawings
- ◇ (2) Copies of structural calculations (if applicable)
- ◇ (1) Current copy of Labor and Industries contractor's license
- ◇ (1) Insurance information for projecting signs (attached)



If an **A-Frame** sign is proposed, please complete the attached Hold Harmless and Indemnification Agreement



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### **SITE PLAN REQUIREMENTS**

#### **Site Plan Sheet**

- ◇ Location of building(s) on site with the following:
  - ◆ North arrow
  - ◆ Identify building and linear feet of building frontage
  - ◆ Identify tenant space if located in a multi-tenant complex
  - ◆ Show any and/or all existing signage on buildings and site (identify what sign, if any, will remain and what will be replaced)
  
- ◇ General Plan Requirements
  - ◆ The design of the proposed sign i.e., business name logo etc.
  - ◆ Dimensions of proposed sign with total square footage
  - ◆ Construction of sign (footings, sign material, height of sign, etc.)
  - ◆ How the sign will be secured to the building/structure (details of installation)
  - ◆ If proposed sign is located within a multi-tenant complex, provide a copy of the master sign plan and identify all signs and the total square footage for the complex, if applicable



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### **City of Monroe, Washington Insurance Requirements for Items Projecting Over Public Right-Of-Way**

The City of Monroe requires that owners of commercial signs, marquees, awnings etc. that project over the public right-of-way shall assume liability for damage or injury resulting from such a projecting item. As such, the owner must provide evidence of commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence, \$1,000,000 aggregate, which will cover the projecting item.

It is also required that the city be named as an additional insured on the projecting items owner's liability policy for the length of time that there is a projecting item over the public right-of-way. An endorsement must be issued and accompany the insurance certificate. This is generally done on a CG 2012 form or a substitute endorsement providing equivalent coverage.

The following language is preferred for the additional insured endorsement:

**“The City of Monroe, a municipal corporation for the State of Washington and/or its duly elected and appointed officials, any employee or authorized volunteer.”**



# HOLD HARMLESS AND INDEMNIFICATION AGREEMENT (A-FRAME SIGNS)

\_\_\_\_\_ (hereinafter "Applicant") by and through  
\_\_\_\_\_ (name of business)

\_\_\_\_\_, its \_\_\_\_\_ in consideration for Permit # \_\_\_\_\_  
(name of person) (position of person) (assigned by City staff)

to place an "A-Frame" sign as described in the Sign Permit Application, submitted herewith, at:

\_\_\_\_\_  
(Address of business location)

Hereby agrees to Defend, Indemnify, and Hold Harmless the City of Monroe, its employees and agents, from any and all claims of whatever nature for any loss, injury, damage, or attorney's fees which may arise from the sue of or placement of the "A-Frame" sign as described in the Sign Permit Application submitted herewith. Further, the Applicant agrees to provide proof of insurance acceptable to the City of Monroe and naming the City of Monroe as an additional insured.

In the event the City of Monroe or its employees or agents bring an action to enforce the terms of this Agreement, the City of Monroe, its employees or agents are entitled to recover its/their attorneys fees and costs in such enforcement action.

\_\_\_\_\_ Hereby represents he/she is authorized to sign this Hold Harmless and  
(name of person)

Indemnification Agreement as the \_\_\_\_\_ and has attached hereto, and incorporates  
(position of person)

reference, proof of such authority.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
month

Sole Proprietorship – Business License attached.

Partnership – Agreement naming signer attached.

Corporation – Bylaws or Incorporation Documents attached.

Notary Seal must be within box	STATE OF WASHINGTON ) SS
	COUNTY OF KING )
	I certify that I know or have satisfactory evidence that
	_____ signed this instrument and acknowledged it to be his/her/their free and voluntary act for the uses and purposes mentioned in the instrument
	Notary Public in and for the State of Washington
	Notary (Print) _____
	My appointment expires: _____
	Dated: _____



# COMMUNITY DEVELOPMENT

806 West Main Street, Monroe, WA 98272  
Phone (360) 794-7400 Fax (360) 794-4007  
[www.monroewa.gov](http://www.monroewa.gov)

FOR OFFICE USE ONLY  
PERMIT #(s) \_\_\_\_\_

## COMBINED PERMIT APPLICATION

### PERMIT SUBMITTAL HOURS

**MONDAY – FRIDAY / 8:00 - 12:00 & 1:00 – 5:00**

<u>Building</u>	<u>Operations</u>	<u>Fire</u>	<u>Land Use</u>
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Racking	<input type="checkbox"/> Special Flood Hazard Area	<input type="checkbox"/> Tents & Canopies	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Other _____	<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Sign	<input type="checkbox"/> Other _____		<input type="checkbox"/> Variance
<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____

**NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.**

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS**

Site Address or Property Location: \_\_\_\_\_

Size of site (acre/square feet): \_\_\_\_\_

Assessor's Tax Parcel Number (14 digits): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**Attach a separate sheet for additional property owners/additional addresses**

\*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf. \*\*Property Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.



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Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor's License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*\*\*\*\*n

Name of Business: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*\*\*\*\*

What are the dimensions of the proposed new sign(s)? \_\_\_\_\_

Is the proposed new sign an electrical sign?  Yes  No

What type of material(s) is the sign constructed from? \_\_\_\_\_

Sign type:  Pole  Monument  Wall  Projecting  Other

Is there other existing signage at this site?  Yes  No

If yes, provide a drawing(s) showing the location of existing signage and the size of ALL existing signs at this site.

What is the length (lin/ft) of property street frontage? \_\_\_\_\_

What is the length (lin/ft) of building frontage? \_\_\_\_\_

What is the width of the tenant space facing the street or access? \_\_\_\_\_

Contractor's Bid Amount or Project Cost (labor and materials): \_\_\_\_\_

Signature of applicant/agent: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICIAL USE ONLY</b>	
Plan Check Fee: \$ _____	Permit Fee: \$ _____
State Fee: \$ _____	Technology Fee: \$ _____