



PERMANENT SIGN APPLICATION

CITY OF DUPONT

1700 Civic Drive, DuPont, WA 98327

253.964.8121

www.dupontwa.gov

Sign Application Number: _____

Assigned by the City

Application Information:

The following information must be submitted with the sign application. **Please Clearly Print**

Business Name: _____

Location of Business Address: _____

Business Contact Name: _____ DuPont City Business License Number _____

Email Address: _____ Phone Number _____

Applicant/Owner Name: _____

Address: _____

Email Address: _____ Phone Number: _____

DuPont City Business License Number (if applicable): _____

Applicant Representative Name (ie. Sign Company): _____

Address: _____

Email Address: _____ Phone Number: _____

DuPont City Business License Number _____

Describe the location, number, type and size of proposed signs. (Please attach additional sheets if necessary)

Number	Type	Size	Location(keyed to site plan)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Linear feet of street frontage of the business:

Square feet of existing signs (if any):

Type of illumination (e.g. Internal, external, etc.):

Sign Drawings:

Two sets of drawings described below must be submitted with the sign application.

- Drawing #1 is a plan view drawn to scale that includes: portion of the site where the sign is intended, specific location of the sign, all physical improvements near the sign and measurements from the sign and existing improvements to the nearest property line. Drawing scale must be appropriate to show all details.
- Drawing #2 is an elevation drawing to scale that includes: exterior dimensions of the sign, intended copy and or graphics, sign materials and colors and construction details. Drawing scale must be appropriate to show all details.

Note: The City may ask for additional information as deemed necessary

Please refer to the DuPont Municipal Code: Sign Code, Chapter 25.116

<https://www.codepublishing.com/WA/DuPont/#!/DuPont25/DuPont25116.html#25.116>

Submittal Requirements:

1. Complete the Agent Affidavit form. This form can be found at <http://www.dupontwa.gov/DocumentCenter/View/691>.
2. Complete and return this application with two sets of sign drawings, Agent Affidavit form and payment. Refer to the Fee and Charges Schedule <https://dupontwa.gov/DocumentCenter/View/4215/Fee-Schedule->
3. Obtain the DuPont City Business License . See the Department of Revenue at <https://dupontwa.gov/161/Business-License>
4. **Do not begin site work related to the sign until the Sign Application approval has been issued.**
5. This application does not constitute a building permit. Contact the DuPont Building Division, 253-964-8121 to determine if separate building and/or electrical permit is necessary.

Note: The majority of the City is covered by either a Residential Owners Association or a Commercial Owners Association . You may consider contacting the Northwest Landing Commercial Owners Association about your proposal at 253.964.1289.

SUBMIT COMPLETE APPLICATION TO: Permits@dupontwa.gov

Statement:

I have read the applicable sections of the DuPont Municipal Code regarding signs and sign applications. The foregoing sign application is, to the best of my knowledge, accurate and in compliance with applicable city regulations. I understand that failure to follow applicable city regulations regarding signs may result in prosecution by the City.

Signature

Print Name

Date