



# Sign Permit Application

City of Battle Ground  
 Community Development  
 109 SW 1<sup>st</sup> Street, Suite 127  
 Battle Ground, WA 98604  
 Phone: (360) 342-5046 | Fax: (360) 342-5049  
[www.cityofbg.org](http://www.cityofbg.org)

DEPARTMENT USE ONLY	
Date Received:	Receipt #:
Permit #:	

TYPE OF SIGN			
Wall Mount Projecting Construction	Freestanding	Electronic Reader Board	
REQUIRED SIGN DATA			
Valuation:		Total number of signs:	
Type of sign	Sign size (sq. ft.)	Sign weight	Illuminated?
EXISTING SIGNAGE			
Type of sign	Sign size (sq. ft.)	Illuminated?	
JOB SITE LOCATION			
Project Address or Tax ID:			
Subdivision:		Lot #	
PROPERTY OWNER			
Name:			
Address:			
City, State, Zip:			
Phone:		Fax:	
E-Mail:			
CONTRACTOR			
Business Name:			
Address:			
City, State, Zip:			
Phone:		Fax:	
E-Mail:			
WA State Contractors License #			
APPLICANT			
Company Name:			
Contact Name:			
Address:			
City, State, Zip:			
Phone:		Fax:	
E-Mail:			
REQUIRED SIGNATURES			
<i>I certify, under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct. (RCW 9A.72.085)</i>			
Owner's Signature:		Date:	
Applicant's Signature:		Date:	

SUBMITTAL REQUIREMENTS:
<b>Fees associated with the application</b>
<b>Completed and signed application</b>
WALL MOUNT AND PROJECTING SIGN
<b>Two (2) complete sets (11"x17") of sign detail drawings with the following information:</b>
a. Type of sign to be installed per the signage types identified in the sign ordinance. b. Type of structural support for the sign. c. Proposed height of sign. d. Proposed sign face area. e. Proposed method of illumination. f. Specifications and scaled building elevation drawings indicating the materials, design, dimensions, structural supports including method of attachment of the proposed sign. Engineering may be required for plan review.
FREE STANDING SIGN
<b>Two (2) complete site plans (11"x17") with a minimum scale of 1"= 20' with the following information:</b>
a. The property dimensions. b. The proposed location of the sign(s) with sign dimensions indicated. c. Total existing or proposed on-site development including builds, parking, landscaping and walkways. d. Existing or proposed and known public right-of-way or private with permitted public access abutting the site specifying the full and half-width right-of-way dimensions. e. Dimensioned sight distance triangle indicating compliance with BGMC 12.116.220 or as modified by the Battle Ground city council. f. Landscaping around a sign is optional unless otherwise required by code. If landscaping is proposed, submit information on the location and extent of the landscaping, type of vegetation and methods of irrigation, if any. g. If the sign is proposed to be lighted, lighting details including type of lighting fixture, method of shielding, amount of wattage, display pattern on sign face area, and exterior lighting arm design (if applicable) shall be provided in writing and/or specified on the plans including evidence certifying that the proposed lighting of the sign complies with BGMC 17.131.100 (or as amended). Please note that this information may be submitted on a separate plan. h. Specifications and scaled elevation drawings indicating the materials, design, dimensions, structural supports including method of attachment of the proposed sign, unless already indicated on the submitted plans. Engineering may be require or plan review.
ELECTRONIC READER BOARD SIGN
<b>Three (3) complete sets (11"x17") of sign detail drawings with the following information:</b>
a. The square footage breakdown of the sign face area clearly indicating the reader board area does not exceed 25% of the total sign area permitted. b. Specific design detail indicating for freestanding signs, that the base contains architectural design elements such cultured stone, brick, or other materials to dress up the base and shall have a minimum base width of 80% of that of the sign face area.