Listed below is the information that needs to be provided in order to submit a complete application for a wall sign building permit. Staff will not process incomplete applications.

**SUBMITTAL REQUIREMENTS**

- Completed and signed application form, including proof of a valid State Contractor’s License and a City of Lynnwood Business License.

- Two (2) complete, to-scale sets of plans, a minimum of 11” by 17”, including:
  - Name and address of contractor/installer and property address
  - Scale and north arrow
  - Location of proposed sign in relation to the tenant space
  - Lineal feet of tenant space along building frontage (public entrance or street)
  - Orientation of the sign to the street or public access door
  - Dimensions and total square footage of proposed sign
  - Dimensions and total square footage of existing signage, if any
  - Material specifications
  - Installation specifications, including wall construction type and the size, type and spacing of fasteners
  - Illumination, if any

- For a projecting sign, also provide:
  - Dimension of projection from the wall; and
  - Clearance below the sign; and
  - Identify what is below the sign (sidewalk, parking area, etc.); and
  - Setback to property line if projecting further than two (2) feet

- Electrical permit application, if applicable.

**ADDITIONAL REQUIREMENTS**

- For additional requirements for commercial wall signs, see Lynnwood Municipal Code (LMC) 21.16.310(B)(1).

- For additional requirements for residential wall signs, see LMC 21.16.290(G).

- Permitted sign area is determined by frontage, or whether the tenant space has a primary public entrance from the outside or is oriented towards a public street. For a complete definition of frontage, see LMC 21.02.358.

- Any proposed signage at Alderwood Mall needs to have approval stamps by General Growth Properties.

**NOTE**

Full plan review fees are due upon submittal and are calculated based on valuation of the project.