



SIGN PERMIT APPLICATION **(TYPE I)**

Why do I need a Sign Permit?

Sign Permits are necessary in order to help assure that the city is a safe and attractive place in which to live and do business. As part of this review the City will be reviewing the Land Use regulations per Battle Ground Municipal Code Chapter 17.139 and compliance with the structural component per the International Building Code.

What is a Type I Application?

Type I applications (administrative quasi-judicial): This application involves no or very little discretionary decision-making in application of the applicable development ordinances and has little or no significant impact to abutting property owners and/or the public in general.

What is the process for this Type I Application?

Upon receipt of the above application, the Planning Director or designee will:

- Determine within seven (7) calendar days if the application is complete. An application is complete if it contains all of the information listed in attached list. (If time allows, staff will conduct a counter complete determination and advise applicant accordingly in person)
- If the application is complete, the review begins. **(Building and Planning Review will be conducted from this application and will run concurrently.)**
- If the application is not complete, and a counter complete determination was not conducted with the applicant at time of submittal, a written notice to that effect will be sent to the applicant specifically indicating what items must be submitted to make the application complete and no review is conducted until all required information is submitted.
- Within 30 days of receiving a Complete Application, the appropriate approvals will be completed by planning and building staff. The applicant will then be notified to pick up both the Building Permit with the Planning Department approval.
- All signs requiring a Building Permit are subject to obtaining the appropriate inspection approvals before receiving final signoff from the City.

What are the Land Use Fees for the Sign Permit Applications?

Refer to current City of Battle Ground Fee Schedule for Land Use Fee.

What are the Building Permit Fees for the Sign Permit?

The Building Permit Fee is based on the value of the sign plus the Plan Review Fee (65% of the permit fee) as per currently adopted Fee Schedule.

NOTE: Unless the Sign is listed as exempt in the International Building Code, as adopted by reference in BGMC 17.139.020, it is subject to Building Permit Fee in addition to the Land Use Fee.