



Permit Center

5411 23rd St E, Fife, WA
(253) 922-9624

SIGN APPLICATION REQUIREMENTS

To obtain a Sign Permit, the applicant shall file an application on a form furnished by the City of Fife Community Development Department

Minimum Standards Required (Please provide two copies of all materials)

1. Identify and describe the sign.
2. Describe the land where the proposed sign is to be located, either by legal description, street address or parcel number.
3. Include a drawing of the sign showing display faces with the proposed message and design. The drawing must accurately represent the size, area, proportion and color(s).
4. Provide a site plan drawn to scale (preferred 1" to 20"). This must include (a) north arrow, (b) location of property lines, (c) lot dimensions, (d) location of existing signs, and (e) the location of the proposed sign.
5. Provide a site plan drawn to scale (1/4" to 1") for elevation.
6. Size, height and length of wall in which sign will be located is also needed.
7. Proof that the business and the installer have Fife Business License.
8. The application must be signed and dated by and authorized agent of the applicant.
9. If electrical, a copy of an electrical permit from Tacoma Public Utilities.

Freestanding Sign Requirements (in addition to standard requirements above)

1. Landscaping plan required with application.
2. If a footing is required, a building permit is required with engineered structural calculations.
3. Wall signs may require a building permit.

Additional Information

Other information may be required as directed by the Community Development Director, such as diagrams, light intensities, structural calculations or material information.

SIGN FEE SCHEDULE

Sign Plan Check Fee \$45.00

(Sign plan check fee does not apply to temporary, incidental or directional signs)

Type of Sign	<25 Sq Feet	25-50 Sq Feet	50-99 Sq Feet	>100 Sq Feet
Wall	\$45	\$75	\$100	\$120
Freestanding	\$45	\$75	\$100	\$120
Off-site Directional	\$45	\$75	\$100	\$120
Projecting	\$70	\$70	\$70	\$70
Temporary	\$35 for each Temporary Sign Permit issued			
Incidental	\$35 per sign			
Directional	\$35 per sign			
Variance Fee	\$150 for single-family use; \$1,500 deposit* for other than single-family			
Comprehensive Design Plan	\$750 deposit*			
Appeal Fee	\$325 + Hearing Examiner Cost for single-family; \$500 deposit* for other than single-family			

*Where deposits are required and determined by staff, they are an estimate of actual cost that includes the set hourly staff rate, any third party consultant fees and hearing examiner cost (if any). The applicant is responsible for and required to pay all costs. If deposit is insufficient, additional deposit shall be required. Deposit amounts not expended shall be refunded.