



# City of Five Sign code

**SIGNS**  
MONUMENT

DOUBLE FACE

FREE STANDING

DIRECTIONAL

POLITICAL

I VOTED

PROTECTING SIGN

WALL SIGN

MANSARD ROOF SIGN

ROOF SIGN

FLAT

ELVIS

## Applying for a Permanent Sign in the City of Fife

The City of Fife regulates signs placed within the City Limits according to the Fife Municipal Code.

The City Codes are set up to protect the citizens of Fife. There are a number of reasons for regulating signs placed in the City. The City works very hard to constantly improve and maintain an above average quality of life for our citizens.

Signs can have a great impact on a City, covering issues from safety to aesthetics. The placement and size of a sign are important to avoid possible traffic hazards, and to insure some conformity and aesthetic value.

The Community Development Department is always willing to help you with any questions you may have. We look forward to working with you to help your business and the City grow together.

### Temporary Sign Permits

Permits are required for any temporary signs such as A boards and Banners. An application provided by the Community Development Department must be completed and shall include the dimensions and copy of each sign and any other information requested by the department.

Temporary sign permits are allowed for up to 45 days per business for each calendar year. The sign must be located on the premises that they are advertising.

Two Banner signs and one A board sign are allowed under the temporary sign permit. Each legally licensed business is permitted two banners of 30 square feet each and one A board sign of 16 square feet. Pennants or similar types of strings of signs are only permitted for grand openings.

New and relocated businesses are eligible for an additional temporary sign permit to announce their grand opening. A one time permit for a maximum of 30 days shall be allowed. Pennants may be displayed under a temporary sign permit issued for a grand opening. There is no limitation on the linear feet of pennants permitted for a grand opening.

### Application Procedure

To obtain a sign permit, the applicant shall file an application in writing on a form furnished by the Community Development Department.

#### Every Application Shall:

1. Identify and describe the sign being permitted. *Sign types are shown on the cover.*
2. Describe the land where the proposed sign is to be located by legal description, street address, or parcel number.
3. Include sign drawing showing display faces with the proposed message and design accurately represented as to size, area, proportion, and color.
4. Provide a site plan drawn to scale containing a north arrow, location of property lines, lot dimensions, location of existing signs, and the location of the proposed sign on the site.
5. Be accompanied by plans, elevations, diagrams, light intensities, structural calculations and other material as required by the Community Development Director.
6. If the sign application is for a freestanding sign that requires landscaping, a landscape plan is required, and also a building permit for the sign footing.
7. Provide proof that both the sign installer and the business applying for a sign have a current City of Fife Business License.
8. Provide a copy of an electrical permit from Tacoma City Light or other electric provider for any electrical sign; and
9. Be signed by the applicant or an authorized agent of the applicant.

### Sign Fee Schedule

Type of Sign	< 25 Sq. Ft.	25-50 Sq. Ft.	50-99 Sq. Ft.	> 100 Sq. Ft.
Freestanding Sign	\$30	\$50	\$65	\$70
Projecting Sign	\$30	\$50	\$65	\$70
Temporary Sign	\$25	For Each	Permit	
Incidental Sign	\$5 per Sign			
Directional Sign	\$5 per Sign			
Variance Fee	\$100 Single Family	\$500 Commercial		
Comprehensive Sign Design Plan	\$250			
Appeal Fee	\$500			

City of Fife  
 5411 23rd St. E.  
 Fife, WA 98424  
 Phone (253) 922-2489  
 www.cityoffife.org

