

Sign Requirements for Building Review

8/30/16

The applicant is responsible for verifying and accurately depicting all information. The city may require additional information as needed. For preparation information, see description sheet #1, *Standards for Plans and Drawings*. If you have any questions concerning the application submittal, please visit or call Permit Processing (425-452-4898) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 a.m. to 4 p.m.). Assistance for the hearing impaired: Dial 711.

Description		Building Review Required	Structural Calculations Required ^d	Permit Type Required
Free-Standing Signs (i.e.: monument and pole signs)	Height > 5'-0" but less than 8'-0" constructed entirely of concrete or masonry	Yes	No	SA
	Height > 8'-0" high All materials	Yes	Yes	SA
Building Face-Mounted Signs	Area > 100 square feet or Weight > 750	Yes ^a	No	SA
	Area > 200 square feet or Weight > 2,000 lbs.	Yes	Yes	SA
Projecting Signs (i.e.: blade signs, hanging signs, etc.)	Area > 30 square feet or Weight > 250 lbs.	Yes	No	SA
	Area > 50 square feet or Weight > 400 lbs.	Yes	Yes	SA
Awning or Canopy Signs		Yes	Yes ^b	SA ^c
Signs Mounted at or Above the Roof		Yes	Yes	SA

^a Connect to building structure with fasteners @ 48" on center each way; this is the maximum fastener spacing unless structural calculations are provided

^b If the height of the sign is greater than 4 feet provide structural calculations

^c An awning or canopy without a sign shall be a BW permit type

^d The building plans examiner may, at his or her discretion, require that structural calculations be submitted.

Definitions

Face-mounted Sign - Sign supported by the building structure and projecting less than 1 foot from the face of the building.

Monument Sign – Wall sign supported directly by a foundation.

Pole Sign – Vertical pole sign ("flag pole" sign) supported directly by a foundation.

Projecting Sign – Sign supported by the building structure and projecting more than 1 foot from the face of the building.

Awning/Canopy Sign – Sign imprinted on or attached to an awning or canopy.

Free-Standing Sign Height – Sign height is measured from the lowest adjacent finished grade to the top of the sign.

Design Criteria for sign and connections (based on provisions of the 2015 International Building Code):

1. Gravity Loads -- self-weight and applicable live loads as required by Chapter 16.
2. Wind Design Criteria (Chapter 16) -- 110 mph, Exposure (site specific, Exposure B, minimum).
3. Seismic Design Criteria (Chapter 16, Section 1613) – Seismic Zone D (unless otherwise specified by a geotechnical engineer).
4. Design for Combined Loading -- as specified in Section 1605, Load Combinations.

Sign Requirements Checklist -- Include the following structural information:

- Dimensions of the sign and structural supports
- Elevation of the sign above grade and with respect to the roof
- Weight of the sign (including frames, etc.)
- All materials and material grades of structural members and connections
- Cross sections showing structural members and fastening methods
- Existing building support structure (i.e., the building structure that is supporting the sign)
- Size, spacing, and number of all fasteners (lags, nails, welds, etc.)
- All structural components of the sign itself (including dimensions, materials, etc.)

NOTE: The building plans examiner may, at his or her discretion, require that structural calculations be submitted. If structural calculations are required by the City of Bellevue, the calculations, details, and drawings must be stamped and signed by a civil/structural engineer licensed in the state of Washington

