



SIGN PERMIT POLICY

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: WWW.CO.KITTITAS.WA.US/CDS

All signs are required to comply with Kittitas County Code KCC 17.70. A sign permit is required prior to erecting, structurally altering, relocating, or changing illumination characteristics of any non-exempt sign. A sign permit **is not** required for repainting, cleaning, normal maintenance, or for sign face and copy changes that do not alter the size or structure of the sign.

All signs must also comply with KCC 17 Zoning, KCC 14.04 Building Code, KCC 14.08 Flood Damage Prevention, KCC 17A Critical Areas, and KCC 12.50 Signs Along Rights-of-Way.

Signs visible from a state highway or interstate will require approval from the Washington State Department of Transportation.

Signs over 7'-0" in height from grade also require a Building Permit.

1. Signs over 7'-0" and up to 10'-0" in height and maximum post spacing of 8'-0" require post holes minimum 12" diameter and 3'-0" deep set in concrete. Holes must be in native soil without the use of sono-tubes.
2. Signs over 10'-0" and up to maximum allowed per zoning sign code and not to exceed 16'-0" in height and maximum post spacing of 8'-0" require post holes minimum 24" diameter and 4'-0" deep set in concrete. Holes must be in native soil without the use of sono-tubes.
3. Signs over 16'-0" in height or post spacing greater than 8'-0" require full engineering.
4. Any sign being placed near a Public Way or Right of Way (County Road R.O.W. prohibited per KCC 12.50) require engineering regardless of size.
Exception: Signs that meet #'s 1 or 2 above and are 1.25 times the height set back to the Public Way or Right of Way (must still meet minimum zoning setbacks).

Permit submittals require two (2) copies of the following:

- a. Site Plan.
- b. One elevation or cross section showing height of sign, depth of post(s), and all construction materials.
- c. Complete connection details.

DATE: 9/8/16 BUILDING OFFICIAL: W. PLOREY