



SIGN SUBMITTAL REQUIREMENTS

SG 57

Development Services Department

865 S.E. Barrington Dr. ~ Oak Harbor, WA 98277 ~ Phone (360) 279 4510 ~ Fax (360) 279-4519

A. CODES

The following codes apply to Signs

1. City of Oak Harbor Municipal Code Section 19.36
2. The most current edition of the International Building Code (IBC) (if applicable)

B. CITY OF OAK HARBOR DESIGN REQUIREMENTS

Design Wind Speed:	85 miles per hour (IBC Figure 1609)
Ground Snow Load:	20 pounds per square foot (IBC Figure 1608.2)
Seismic Zone:	D2
Frost Line Depth:	12 inches
Flood Hazard	1979 FIRM
Soil Bearing Capacity:	1,500 ppsf unless a Geo-Technical Report is provided. (IBC Table 1806.2 & IRC R401.4.1)

C. PLANS AND DRAWINGS

Submit two (2) complete sets of drawings and plans. Drawings and plans must be submitted on minimum 18+X 24+, or maximum 30+X 42+paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

Please Note: A separate submittal of plans is required for each building or structure.

D. SITE PLAN – REQUIRED WITH ALL SUBMITTALS (see Attachment A)

1. Two (2) copies, scaled 1+= 20q sets of plans on 8.5+X 11+paper showing the location of existing and proposed new sign locations. Property lines shall be shown with dimensions. Setbacks shall be shown from property lines right of ways and building structures for all free stand and monument signs.

E. FOUNDATION PLANS (Minimum ¼” Scale)

1. Dimensions of footings and foundation areas for all monument and free standing signs
2. Wind load structural calculations for all free standing signs if applicable
3. Reinforcement details and sizes for all monument and free standing signs if applicable
4. Size of foundation anchors.

F. SECTION & ELEVATION VIEW (Minimum ¼” Scale)

1. Show existing and proposed new sign elevations
2. Dimensions from grade to height of all signs new and proposed
3. Height of free standing signs measured from average finish grade
4. Copy of signage to be displayed
5. Building façade and dimensions for building mounted signs and other information to illustrate the proposal.
6. Façade area of building or tenant space where sign is to be mounted.



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G. CONSTRUCTION DETAILS

1. Connection details of the sign deck to the existing facade (i.e. ledger size, with detail of fastener or bolt type, size and spacing, ect.).
2. Façade area of building or tenant space where sign is to be mounted
3. Materials and material grades
4. Show all structural components of the signs including size dimensions
5. Listing of all components for the internal illumination of the sign.
6. Indicate if the sign is to be illuminated, A separate electrical permit from the department of Labor & Industries / electrical division is required for new or change in service.
7. Verification of all filed or factory welded signs is required WABO certified welders are required by Washington State.

The building permit does not include any mechanical, electrical or plumbing work. These permits are issued separately and require a separate permit application.

To ensure that you have the most current information, please contact the City of Oak Harbor Building Department at (360) 279-4510.

I acknowledge that all items designated as submittal requirements must accompany my Building Permit Application to be considered a complete submittal.

Signature: _____
Owner/Owner's Representative

Date: _____

Company: _____

Phone: _____