



Permit Center

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Email: permits@cob.org Web: www.cob.org/permits

Sign & Awning Permit Requirements

Submittal requirements: Please apply via [City of Bellingham's TRAKiT Web Portal](http://www.cob.org/permits)

1. Site Plan: Show the location of the buildings, property lines and location of the proposed sign(s) and/or awning(s). It should be clear if any sign is intended to extend over the public Right of Way. Setbacks should be identified for all signs near the public Right of Way.
2. Sign Design: Show the sign design and size (dimensioned) of sign face and lettering/graphics.
3. Details:
 - a. Foundations: If the proposed sign is freestanding, clearly depict the intended foundation including reinforcement, dimensioned. (If structural calculations are required, the licensed design professional must stamp and sign the plans and calculations. At least one copy of the plans and the copy of the calculations must be an original stamp and signature).
 - b. Attachments: Clearly depict the intended method of attachment of the sign to the building or structure. This should include type, number, and size of hardware and indicate the material of the sign and the actual element of the building or structure it is being attached to.
 - c. Provide the weight of sign(s) on the plans.
4. Electrical or illuminated signs must also submit a completed Commercial Electrical Permit Application via [City of Bellingham's TRAKiT Web Portal](http://www.cob.org/permits).
5. Fabric covered awnings require a certificate of flame retardancy of the fabric (i.e. California State Fire Marshal Certificate or equivalent).

Sign Code Sections:

Signs are regulated based on the zoning classification of the property they are installed upon. To locate the zoning of the subject property, use the zoning maps and tables found online at <https://bellingham.municipal.codes/BMC/20.00> The following Bellingham Municipal Code (BMC) Sections govern sign regulations for the following zoning classifications:

- Residential Single: [BMC 20.30.090](http://www.cob.org/permits)
- Residential Multiple: [BMC 20.32.100](http://www.cob.org/permits)
- Commercial: [BMC 20.12.040](http://www.cob.org/permits) (see specific use qualifier, i.e. Neighborhood)
- Industrial: [BMC 20.36.100](http://www.cob.org/permits) (see specific use qualifier, i.e. Light)
- Planned: Properties in these areas should have a Planned Development Contract that specifically outlines sign requirements for the parcel. Please contact the Permit Center at (360) 778-8300 if your proposal includes a property in a Planned area.