Sandwich Board Signage & Permit Information

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Sandwich Board Signs are regulated in the City’s Zoning Ordinance. A permit is required for sandwich board signs. This brochure will explain the basic rules regarding sandwich board signs.

Sandwich Board Permit
Application Process

If your business plans to display a sandwich board for longer than 14 days in the year, it is considered to be on permanent display and requires a sandwich board sign permit from the city.

If you intend to submit an application for a sandwich board sign permit, you will need to provide:

→ Business’s contact information
→ Property owner’s contact information
→ Location information
→ Dimensions and description of the sign

An application must include signatures from the sign owner, applicant and property owner (of the site where the sign is intended to be placed) in addition to two copies of your business’s sign plan and sign drawing/illustration.

When a sign is located within the right-of-way you will need to provide a signed and notarized statement that you assume liability for any damage resulting from your use of the sandwich board sign, and which holds the City harmless from all losses and/or damages. This form is included in the city’s sandwich board permit application packet available on the city’s website.

To access sandwich board sign regulations go online to:
http://www.codepublishing.com/wa/poulsbo/

→ Next click on Title 18 Zoning Ordinance
→ Next click on Chapter 18.170 Signage
→ Scroll down to 18.170.090 to view sandwich board sign regulations.

Rules, Restrictions & Requirements

→ Signs will be approved only for businesses located within the city limits.
→ Signs may not obstruct pedestrian traffic or impede the safety of roadways or sidewalks.
→ Signs shall be constructed of weather-resistant materials, professionally lettered and neatly painted. The sign shall be constructed to avoid tipping, falling, or being blown over from its intended location. Signs shall remain in good condition, and repaired and maintained as needed.
→ Sandwich boards are required to be removed daily. All sandwich board signs may only be displayed on the days the business is open, during the business open hours.
→ The annual permit shall be valid for the calendar year and shall expire on December 31st of said year.
→ Businesses may have one sandwich board sign

Size
Sandwich board signs shall not exceed the 4-foot maximum height or the 6-foot maximum square face. Additionally, the sign shall not be artificially increased above the allowed maximum height by elevating the sign off of the ground level by any means.

Placement
Sandwich board signs may be located on or off the premises, but cannot exceed the total number of signs allowed per business, organization or use.

→ **On-premises** sandwich board signs are placed on property where the business, use or organization is located or immediately adjacent to the business, use or organization frontage.

→ **Off-premises** sandwich board signs are placed off premises from the physical location of the business, use or organization, and includes being placed in the public right-of-way.

Sandwich board signs cannot be placed in the following areas:

→ City parks
→ Private property without the property owner’s consent
→ Roads (including driving lanes and bicycle lanes), traffic islands, medians or circles
→ Building entrances, steps or driveway accesses
→ In sight vision clearance triangle or within 5 feet of a wheelchair ramp
→ Sidewalks, except within the Downtown-Front Street area and only if the sidewalk has at least 5 feet of clearance at the sign location.