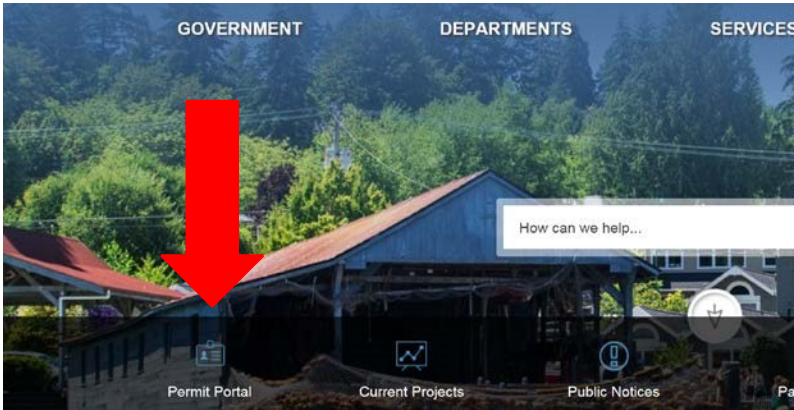


# City of Gig Harbor

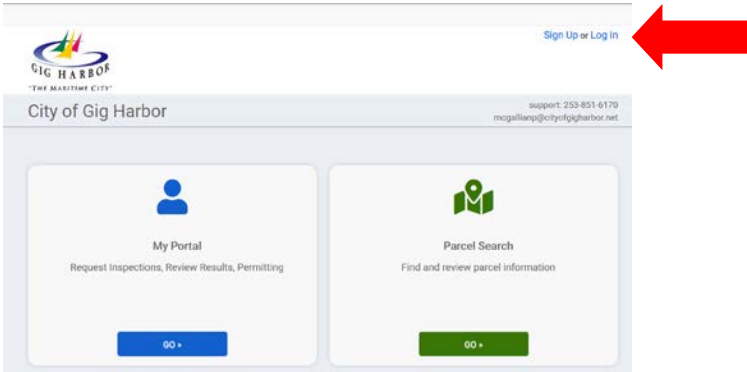


## Permit Portal Temporary Sign in Public Right-of-Way Application Instructions

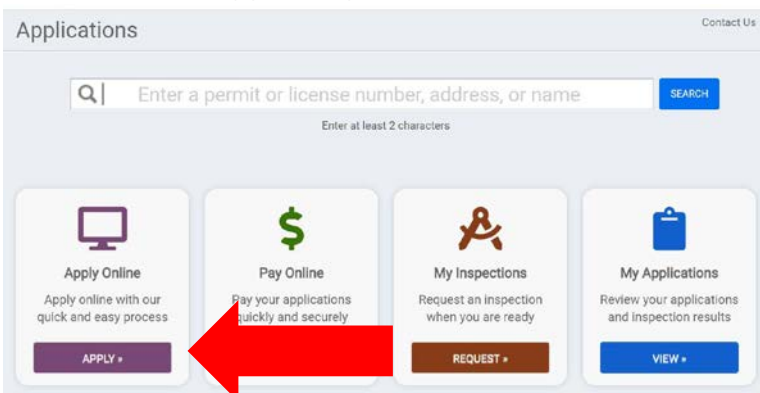
1. Go To: <http://www.cityofgigharbor.net>
2. Select the **Permit Portal** link from the tool bar at bottom of page



3. **Sign up or log in** (you will need an account to create permit)

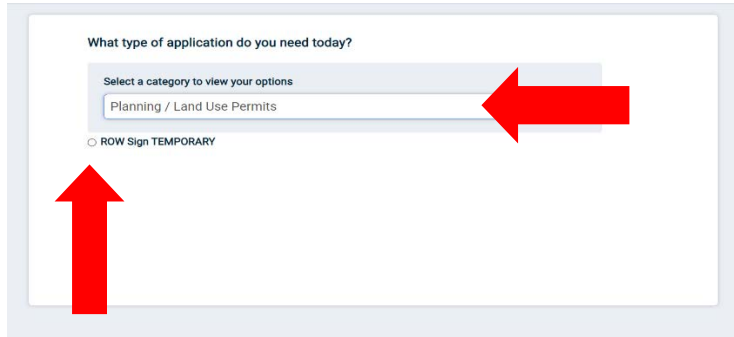


4. Once you are logged in go to **Apply Online** on the main portal page



# City of Gig Harbor

5. Select **Planning/Land Use Permits** in Category drop down bar and click **ROW Sign TEMPORARY** and **NEXT** at the bottom of the page



What type of application do you need today?

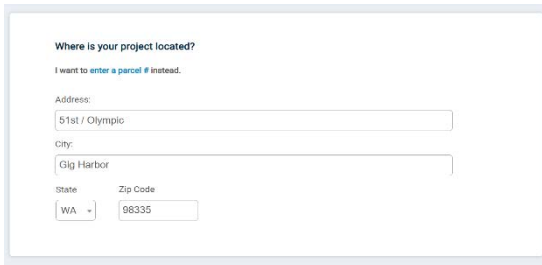
Select a category to view your options

Planning / Land Use Permits

ROW Sign TEMPORARY

A red arrow points to the 'Planning / Land Use Permits' dropdown menu, and another red arrow points to the 'ROW Sign TEMPORARY' radio button.

6. Where is your project located? Enter location for sign from the [Directors Official Map of Temporary Signs on Public Right-of-Way](#) and **NEXT** at the bottom of the page



Where is your project located?

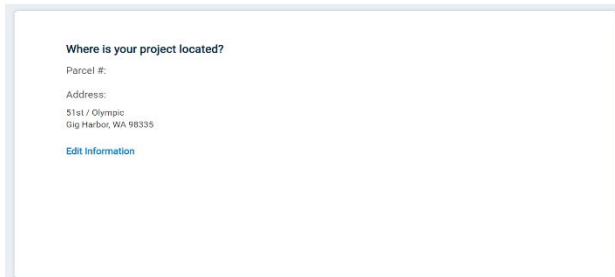
I want to enter a parcel # instead.

Address:  
51st / Olympic

City:  
Gig Harbor

State: WA Zip Code: 98335

7. If information is correct click **SAVE AND CONTINUE** at the bottom of the page



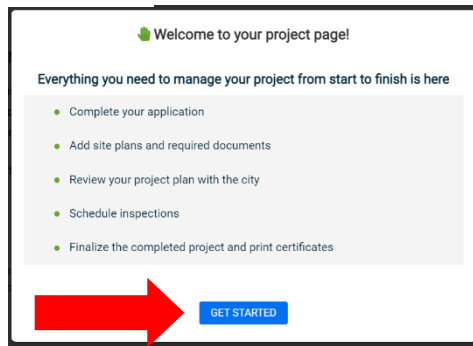
Where is your project located?

Parcel #:

Address:  
51st / Olympic  
Gig Harbor, WA 98335

[Edit Information](#)

8. On Pop Up click **GET STARTED**



Welcome to your project page!

Everything you need to manage your project from start to finish is here

- Complete your application
- Add site plans and required documents
- Review your project plan with the city
- Schedule inspections
- Finalize the completed project and print certificates

**GET STARTED**

A red arrow points to the 'GET STARTED' button.

# City of Gig Harbor

9. Name your project (event name or business), and add permit purpose click **SAVE** and scroll down

ROW Sign TEMPORARY

Estimated Fees \$0<sup>00</sup>

Additional fees may be required

NEED HELP?

My Project Done

Apply for Residential Plumbing and Mechanical permits for minor work only. For all commercial and others, please see this link for information- <http://www.cityofgigharbor.net/658/Electronic-Plan-Submittal>

|                                 |        |                     |            |
|---------------------------------|--------|---------------------|------------|
| Location                        | Parcel | Created             | 11/23/2021 |
| 51st / Olympic                  |        | Approved            | --         |
| Gig Harbor, WA 98335            |        | Issued              | --         |
| <a href="#">Change Location</a> |        | Closed              | --         |
|                                 |        | Application Expires | 2/21/2022  |

Give your project a name

Event Sign

Describe the purpose of the permit

SAVE CANCEL

Permit Contacts Done

Permit Contractors Done

10. Maximize Permit Details. Select number of signs, and agree to sign conditions

Permit Details Not Complete

Please provide complete description of the work to be completed by this permit.

NUMBER OF SIGNS AT THIS LOCATION \*

1

Describe Temporary Sign Location / Intersection \*

50TH ST CT NW | OLYMPIC DR

Indemnification Language A. Permittee agrees to protect the City and hold it harmless from all claims, actions or damages which may accrue to or be suffered by any person or persons, corporation or property by reason of the performance of any such work, character of materials used or manner of installation, maintenance and operation or the improper occupancy of right of way \*

I Agree

Indemnification Language B. If any suit or action is brought against the City for damages arising out of or by reason of any of the above causes, Permittee will upon notice to him/her of commencement of such action, defend the same at his/her own sole cost and expense and will satisfy judgment after the suit or action if adverse to the City \*

I Agree

The Director may revoke, annul, change, amend, amplify, or terminate this Permit or any of the conditions herein enumerated if the Permittee fails to comply with any or all of its provisions, requirements and regulations set forth in the permit or municipal code. \*

I Agree

In accepting this Permit, the Permittee agrees that any damage or injury done to the property of the Permittee or any expense incurred by the Permittee through the operation of a contractor, shall be at the sole expense of the Permittee \*

I Agree

This Permit or privilege shall not be deemed or held to be exclusive one and shall not prohibit the City from granting other permits of like, nor shall it prevent the City from using any of its roads, streets, or public places, or affect its right to full supervision and control over all or any part of them, none of which is hereby surrendered. \*

I Agree

SAVE

# City of Gig Harbor

11. Click **SAVE** and **SUBMIT APPLICATION** at the bottom of the page and in the pop up



**WAIT!! Your permit still needs to be issued and printed!**

12. At the bottom of the page click **ISSUE MY PERMIT**

ROW Sign TEMPORARY  
Planning / Land Use Permits  
Application Number PL-SROW-21-0367  
Current Status Ready To Issue  
Current Fees \$0.00  
Additional fees may be required  
NEED HELP?

Please complete the following information to submit your permit application.

My Project Done

Location  
51st / Olympic Parcel  
Gig Harbor, WA 98335

Created 11/23/2021  
Submitted 11/23/2021  
Approved 11/23/2021  
Issued --  
Closed --  
Application Expires --

Give your project a name  
Describe the purpose of the permit

Permit Contacts Done  
Permit Details Done  
Permit Conditions Done

View Applications Your permit is ready to issue. **ISSUE MY PERMIT**

13. Once your permit is issued select **PRINT PERMIT** from the **Options** bubble

ROW Sign TEMPORARY  
Planning / Land Use Permits  
Permit Number PL-SROW-23-0391 Closed  
Current Fees \$0.00  
Additional fees may be required

Please complete the following information to submit your permit application.

My Project

Location  
51st / Olympic Parcel  
gig harbor, WA 98335

Created 9/11/2023  
Submitted 9/11/2023  
Approved 9/11/2023  
Issued 9/11/2023  
Closed 9/11/2023  
Application Expires 10/11/2023



Give your project a name \*  
business

Describe the purpose of the permit \*  
publication

Options  
COPY APPLICATION  
DELETE APPLICATION  
**PRINT PERMIT**  
REQUEST HELP

# City of Gig Harbor

14. After printing, please **cut along the dotted line** and securely **attach top portion to sign**



**City of Gig Harbor**  
3510 Grandview Street  
Gig Harbor, WA 98335

|                               |                            |
|-------------------------------|----------------------------|
| <b>PL-SROW-23-0391</b>        | <b>PL-SROW</b>             |
| <b>APPLICANT:</b> T, Michelle | <b>ISSUED:</b> 09/11/2023  |
| <b>LOCATION:</b>              | <b>EXPIRES:</b> 10/11/2023 |

-----  
CUT ALONG DOTTED LINE AND PLACE TOP PORTION ON BACK OF SIGN.

|                   |                                                                   |               |  |
|-------------------|-------------------------------------------------------------------|---------------|--|
| <b>APPLICANT:</b> | T, Michelle<br>XXX Huckleberry Ln<br>Here, WA 98335<br>2535551212 | <b>OWNER:</b> |  |
|-------------------|-------------------------------------------------------------------|---------------|--|

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**CONDITIONS**

- The sign or signs shall be placed in areas identified on the Directors Map for Temporary Signs in the Public right-of-way.
  - Temporary signs are prohibited from being placed within:
    - Roundabouts
    - Medians
    - Shoulders
    - Travel Lanes
    - Areas of Public right-of-way that are not accessible by a sidewalk or pedestrian walking path.
  - Signs shall be no further away than 100 feet from the intersection.
  - Temporary signs shall not be placed in right-of-way adjacent to City facilities or parks.
- Underlying property owners permission (if applicable) shall be obtained prior to placement of the temporary sign.
- This permit is valid for 30 days. By the 30th day, the sign shall have a new sign permit attached to the sign or be completely removed.
- The City has full authorization to remove the sign if the permit is not properly attached and readable on the sign and/or if the size of the sign does not meet the sign zone requirements.

This is your Valid Sign Permit that **MUST** be attached to all signs

You are now ready to place your sign in the **Approved Areas** of the [Approved Intersections.](#)

For more information on temporary signs in the right-of-way and a map of the approved intersections go to: [http://www.cityofgigharbor.gov/628/Temporary-Signs-on-Public-ROW-or-Private.](http://www.cityofgigharbor.gov/628/Temporary-Signs-on-Public-ROW-or-Private)