

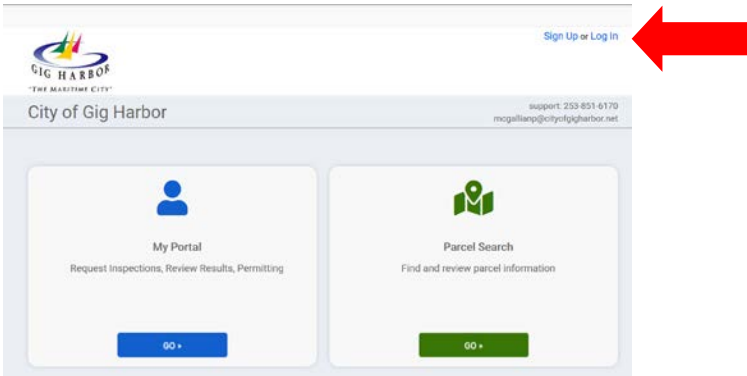
City of Gig Harbor

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

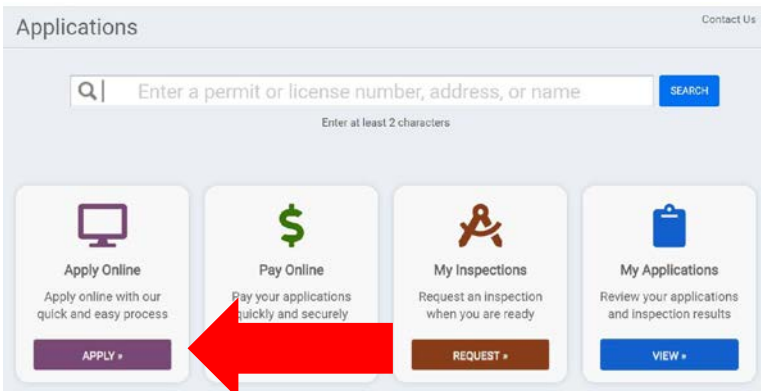
1. Go To: <http://www.cityofgigharbor.net>
2. Select the [Permit Portal](#) link from the tool bar at bottom of page



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

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

City of Gig Harbor

9. Name your project, click **SAVE** and scroll down

ROW Sign TEMPORARY

Planning / Land Use Permits
Application Number PL-SROW-21-0887
Current Status Not Submitted

Estimated Fees **\$0⁰⁰**
Additional fees may be required

Please complete the following information to submit your permit application. [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	Panel	Created	11/23/2021
51st / Olympic		Approved	--
Gig Harbor, WA 98335		Issued	--
Change Location		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, select intersection, and agree to all terms

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_SROW21-0887
Current Status: Ready To Issue

Current Fees: \$0⁰⁰
Additional fees may be required

Please complete the following information to submit your permit application. [NEED HELP?](#)

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 click **PRINT PERMIT** at the bottom of the screen

ROW Sign TEMPORARY

Planning / Land Use Permits
Permit Number: PL_SROW21-0887
Current Status: Closed

Current Fees: \$0⁰⁰
Additional fees may be required

Please complete the following information to submit your permit application. [NEED HELP?](#)

My Project

Location
51st / Olympic Parcel
Gig Harbor, WA 98335

Created	11/23/2021
Submitted	11/23/2021
Approved	11/23/2021
Issued	11/23/2021
Closed	11/23/2021
Application Expires	12/23/2021

Give your project a name

Describe the purpose of the permit

Permit Notes 1 Note

Permit Contacts

Permit Details

Permit Conditions

[View Applications](#) **PRINT PERMIT** [SUBMIT APPLICATION](#)

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

PL-SROW-21-0887
APPLICANT: Michelle Thomas
LOCATION: 50TH ST CT NW | OLYMPIC DR

PL-SROW
ISSUED: 11/23/2021
EXPIRES: 12/23/2021

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

APPLICANT: Michelle Thomas OWNER:

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.

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.net/628/Temporary-Signs-on-Public-ROW-or-Private>.