



Signs

EDR Submittal Guidelines

Rev.20210205

A sign submittal must contain the following components to be considered a complete submittal. Please review the EDR Electronic File Standards for document parameters and naming conventions.

Have Questions? Permit Team Hotline: (509) 625-6999 or email: PermitTeam@SpokaneCity.org

Requirement	Details
PLANS	<p>Plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> • Building/site elevations <ul style="list-style-type: none"> ○ Length and height of building walls ○ Sign placement on building face or general site <ul style="list-style-type: none"> ▪ Designate new or existing for each sign ○ Sign dimensions • Sign Plan(s) <ul style="list-style-type: none"> ○ Dimensions and area of each individual sign ○ Height and clearance of each individual sign ○ Specific construction materials ○ Illumination Details: <ul style="list-style-type: none"> ▪ amperage, lumens, and animation/lighting features ○ Licensed Engineer's seal <ul style="list-style-type: none"> ▪ Required for signs over 30' in height or over 100 square feet in size. • Footings/foundation detail for ground or pole signs • Attachment method for each individual sign • Must Follow EDR Electronic File Standards <p>City of Spokane Sign Code</p>
SITE PLAN	<p>Site plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> • Site address and/or parcel number • North arrow and scale of drawing • Property lines and dimensions • Property line to sign base dimensions • Location and dimensions of each existing and proposed signage (to include temporary signs) • Area of each individual sign and total area of all signs on site • Must Follow EDR Electronic File Standards
SUPPORTING DOCUMENTS	<p>Supporting documents may include the following:</p> <ul style="list-style-type: none"> • Foundation engineering • Sign attachment engineering • Sign package engineering • Electronic Message Sign Letter of Compliance. <ul style="list-style-type: none"> ○ Required for all Electronic Message Signs <p>Supporting documents may be submitted as a single combined file submission or separate named documents. Must follow EDR Electronic File Standards</p>
Application Submittal	<p>Application information shall be submitted along with the required submittal documents via Accela Citizen Access.</p> <p>All documents must be in compliance with EDR Electronic File Standards.</p>

EDR Electronic Document Criteria Quick Checklist

Please utilize this quick checklist to ensure you have completed all [EDR Electronic File Standards](#).

 1. ALL

- a) Files saved as PDF file type

 2. PLANS

- a) Plan sheets consolidated into one PDF document
- b) Plan sheets oriented to landscape
- c) Space allocated on plan sheets for approval stamps
- d) Bookmarks added to plan pages
- e) Correct naming convention e.g. PLANS

 3. SITE PLAN

- a) Site Plan oriented to landscape
- b) Space allocated on site plan for approval stamps
- c) Bookmarks added to site plan pages
- d) Correct naming convention e.g. SITE PLAN

 4. SUPPORTING DOCS

- a) Supporting documents consolidated into one PDF document or separate named PDF documents
- b) Correct naming convention e.g. SUPPORTING DOC or DOC NAME

ACA Application Project Type Selection

Select the following application options in ACA

Permit Type: Sign