



Sign Permit Application

Rev.20171219

All Sign Permit Applications shall include two (2) copies of Site Plans, Elevation Plans and Sign Drawings; and for Electronic Message Signs – a signed Letter of Compliance.

Job Site Address: _____ Date: _____

Property Owner/Business Name: _____

Owner Address: _____

Contractor: _____ Contractor License: _____

Contractor's Address: _____ Electrical License: _____

Contact Person: _____ Phone: _____ Email: _____

Project Cost (bid amount of job including labor and materials): _____

Sign Description: _____

A Building Permit is required for an Awning Sign

Sign Permit Fee Schedule

Pole Signs/Ground Signs Taller than 6 feet	\$75.00
Wall, Projecting, Roof & Incidental Signs	\$30.00
Illumination/Wiring Fee per Sign	\$5.00

For Official Use Only

Sign Type	Quantity	# Illuminated	Fee
Pole			
Ground > 6' tall			
Wall (Fascia)			
Projecting			
Roof			
Freestanding			
Ground < 6' tall			
Readerboards			
Other			
			\$25.00
			\$50.00
			\$4.50
TOTALS:			

Additional plan review may be charged for Engineered projects

A separate Electrical Permit is required if the sign is electrically powered or illuminated and the Applicant does not have an Electrical Contractor's License

Sign Drawing Requirements:

- Two (2) copies of Sign Drawings with:
- Sign Dimensions
- Area of Sign(s)
- Footing & Foundation and/or Structural Support Detail to include Connections
- Specific construction materials
- Illumination details to include amperage, lumens, and animation/lighting features
- Licensed Engineer's Seal – for signs over 30 feet high or over 100 square feet

***** Note: Billboards are Prohibited *****

Site and Elevation Plan Requirements:

- Two (2) copies of Site and Elevation Plans that identify:
- Site Address and/or Parcel Number (*address must correlate to parcel, not the tenant*)
- Property Dimensions with Setbacks and Curb to Property Lines
- Location of *Existing* and *Proposed* Signage – *to include temporary signs*
- Area of each individual sign and total area of all signs on site plan
- Height and Clearance of each sign shown on this site plan
- Length and Height of building walls

Additionally, Charts, Tables, Engineering Calculations or Methodology should be submitted and may be required for any sign

Electronic Message Sign Requirements:

- One (1) signed and completed Letter of Compliance for Electronic Message Signs

Forms for the Letter of Compliance for Electronic Message Signs are available on the Planning Services website www.spokanepanning.org and the applications section of the Building Services website www.buildingspokane.org.