



# Sign Permit Application

Rev.20180629

*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			
<i>Processing Fee</i>			\$25.00
Planning Fee			\$50.00
Residential State Fee			\$6.50
Commercial State Fee			\$25.00
<b>TOTALS:</b>			

*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.spokaneplanning.org](http://www.spokaneplanning.org) and the applications section of the Building Services website [www.buildingspokane.org](http://www.buildingspokane.org).*