



Sign Permit Application

Rev.20241219

*All Sign Permit applications shall include a site plan, elevation plan and sign drawings.
Electronic messaging signs must also include a signed letter of compliance.*

Job Site Address: _____ Date: _____

Property Owner/Business Name: _____

Owner Address: _____

Contractor: _____ Contractor License #: _____

Contractors 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 (ea)
 Wall, Projecting, Roof & Incidental Signs \$30.00 (ea)
 Illumination/Wiring Fee per Sign \$5.00 (ea)

Sign Type	Quantity	# Illuminated	Fee
Pole			
Ground > 6' tall			
Wall (Fascia)			
Projecting			
Roof			
Freestanding			
Ground < 6' tall			
Reader Boards			
Other			
Processing Fee			\$25.00
Planning Review Fee			\$50.00
Residential State Fee			\$6.50
Commercial State Fee			\$25.00
TOTALS:			

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

- 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.
This requirement is applicable to all sign types to include wall, pole, projecting, etc.

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

Site and Elevation Plan Requirements

- 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.

Site and Elevation Plan 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.

Electronic Document Review Guidelines can be found at my.spokanecity.org/business/edr