



## SIGN PERMIT APPLICATION

Development Services Center  
 Spokane City Hall, 3rd Floor  
 808 W Spokane Falls Boulevard  
 Spokane WA 99201-3343

Phone: (509) 625-6300  
[PermitTeam@SpokaneCity.org](mailto:PermitTeam@SpokaneCity.org)  
[my.spokanecity.org](http://my.spokanecity.org)

**All Sign Application submittals shall include a Site Plan, Elevation Plan, and Sign Drawings; and for *Electronic Message Signs*, a signed Letter of Compliance.**

**Job Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Property Owner/Business Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor License: \_\_\_\_\_ Electrical License: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

<b>Project Cost:</b> <i>(Bid amount of job to include labor and materials)</i>	
<b>Sign Description:</b>	

*A separate Building Permit is required to modify, replace, or construct new Awnings.*

Sign Type	Quantity	# Illuminated	Fee Estimate
Pole			
Ground > 6' Tall			
Wall (Fascia)			
Projecting			
Roof			
Freestanding			
Ground < 6' Tall			
Readerboards			
Other:			
2.5% Technology Fee:			
Processing Fee:			\$65.00
Sign Review Fee:			\$115.00
State Building Code Fee*:			\$25.00
<b>TOTALS:</b>			

*\* The State Building Code Fee is reduced to \$6.50 for signs associated with multi-family residences*

Sign Permit Fee Schedule	
Pole Signs/Ground Signs Taller than 6 ft	\$117.00
Wall, Projecting, Roof, & Incidental Signs	\$47.00
Illumination/Wiring Fee per Sign	\$7.00

For Official Use Only

*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 PERMIT APPLICATION *Submittal Guidelines*

*The following components shall be included with the application to be considered a complete submittal.*

### Site Plan Details

- Site address and/or parcel number. *(The address must correlate to the parcel and not the tenant.)*
- Property lines with dimensions.
- Location and dimension of each existing and proposed sign.
  - Must include temporary signage.
  - Label signs as "new" or "existing".
- Distance from property line to the base of each sign.
- Area of each individual sign and the total area of all signage on site.

*Sign regulations related to Land Use Standards can be found in Chapter 17C.240 of the Spokane Municipal Code.*

### Construction Plan Details

- Length and height of building walls.
- Height and clearance of each sign shown on the site plan.
  - Designate "new" or "existing" for each sign.
- Sign placement location on building face or general site.
- Sign dimensions and area for each sign.
- Specific construction materials and UL listings.
- Illumination details.
  - Include amperage, lumens, and animation/lighting features.
- Attachment method for each individual sign.
- Footings and foundation details for each ground or pole sign.
- Licensed Engineer's seal. *Include engineering calculations, charts, tables, or methodology.*
  - Required for signs over 30 feet in height or over 100 square feet in size.
  - Required for designs beyond the scope of what can be reviewed prescriptively.

*For quickest review, submit plans through the City's online permit system: [aca.spokanepermits.org](http://aca.spokanepermits.org)*

### Electronic Message Sign Requirements

- One (1) signed and completed **Letter of Compliance for Electronic Message Signs**.
- This form is available beneath the Sign Application at: <https://my.spokanecity.org/business/resources/>

### Document Submittal Criteria

- Files submitted as PDF.
- Plan sheets oriented to landscape.
- Space allocated on plans for approval stamps.

*I hereby attest that all information provided is complete and accurately reflects the scope of work to be done and agree to abide by all applicable state and local codes.*

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_