



SIGN PERMIT APPLICATION

10210 E Sprague Avenue ♦ Spokane Valley WA 99206
Phone: (509) 720-5240 ♦ Fax: (509) 720-5075 ♦ www.spokanevalley.org
Email: permitcenter@spokanevalley.org

* DO NOT CONSTRUCT OR ORDER SIGN UNTIL PERMIT HAS BEEN ISSUED!! *

SIGN TYPE(S): [] WALL [] FREESTANDING/POLE [] MONUMENT [] DIRECTIONAL [] TEMPORARY

SITE ADDRESS: _____ PARCEL NO.: _____

PART 1 – REQUIRED DOCUMENTATION

- (2) COPIES OF A SCALED SITE PLAN (to include, at the minimum):
- Location of sign w/setbacks from property lines;
- Location of any existing signs w/ size and heights, on the affected lot; and
- Locations of other existing signs adjacent to affected property w/ setback measurements, etc...
(2) COPIES OF SCALED DRAWING OF THE PROPOSED SIGN (to include, at the minimum):
- Size, height, & copy area;
- Footing details signed by an engineer, if applicable per SVMC 22.110.030
- Illumination details; and
- Method of attachment(s)
(2) COPIES OF THE BUILDING WALL ELEVATION (Wall Signs Only)
- Location and dimensions of proposed and existing signage;
- Wall area calculations, to include length of the wall/tenant space by the height of the wall/tenant space; and
(2) COPIES OF APPROVED SIGN PLAN (if applicable) [] (1) SPECIAL INSPECTIONS FORM (for welding/fabrication)

PART 2 – APPLICATION INFORMATION

BUILDING OWNER (CHECK IF PROJECT IS OWNER BUILD [])

BUSINESS NAME: _____ CONTACT: _____
ADDRESS: _____
EMAIL: _____ PHONE: _____

CONTRACTOR (CHECK IF OWNER REPRESENTATIVE [])

COMPANY NAME: _____ CONTACT NAME: _____
ADDRESS: _____ CITY: _____ ZIP: _____
EMAIL: _____ PHONE: _____
L & I CONTRACTORS LICENSE: _____ EXPIRES: _____
UBI NO.: _____ EXPIRES: _____ COSV BUSINESS LICENSE: [] YES [] NO

PART 3 – SIGN LOCATION DETAILS

ZONING: [] RESIDENTIAL [] MIXED USE [] NON RESIDENTIAL [] NEIGHBORHOOD COMMERCIAL
[] SINGLE BUSINESS [] MULTI-BUSINESS [] INSTITUTIONAL [] FREEWAY ADJACENT
[] LOCATED WITHIN AESTHETIC CORRIDOR (SVMC 22.110.080) [] LOCATED IN AIRPORT HAZARD AREA (SVMC 19.110.030)
PROJECT COST: \$ _____ TYPE OF ILLUMINATION: _____

PART 4 – SIGN DETAILS

WALL SIGN(S)

OF EXISTING SIGNS: _____ # OF SIGNS REMOVED: _____ # SIGNS TO STAY: _____

# NEW SIGN(S)	PROPOSED SF COPY AREA	SIGN HEIGHT	WALL/TENANT SPACE AREA CALCULATION	METHOD OF ATTACHMENT	PROJECTION OF SIGN OFF WALL

FREESTANDING / POLE SIGN(S)

OF EXISTING SIGNS: _____ # OF SIGNS REMOVED: _____ # SIGNS TO STAY: _____

# NEW SIGN(S)	PROPOSED SF COPY AREA (> 100SF REQUIRES ENGINEERING)	SIGN HEIGHT (> 6 FT REQUIRES ENGINEERING)	SETBACK FROM PROPERTY LINES	STRUCTURAL SUPPORT(S) SIZES

MONUMENT SIGN(S)

OF EXISTING SIGNS: _____ # OF SIGNS REMOVED: _____ # SIGNS TO STAY: _____

# NEW SIGN(S)	PROPOSED SF COPY AREA (> 100 SF REQUIRES ENGINEERING)	SIGN HEIGHT (>3 FT REQUIRES 10' SETBACK)	SQUARE FEET (FT) OF LANDSCAPED AREA	SETBACK FROM PROPERTY LINES

DISCLAIMER

By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that: 1) If this permit is for construction of or on a dwelling, the dwelling is/will be served by potable water. 2) Ownership of this City of Spokane Valley permit inures to the property owner. 3) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 4) All construction is to be done in full compliance with the City of Spokane Valley Municipal Code. The applicable codes are available for review at the City of Spokane Valley Permit Center. 5) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed in accordance with Chapter 18.27 RCW; (B) the registered or legal owner or authorized agent of the property for which I am applying for permit and not a licensed contractor; or (C) otherwise exempt from the requirements set forth in RCW 18.27.090 and will abide by all provisions and conditions of the exemption as stated. 6) The City of Spokane Valley permit is a permit to carry out the work as specified therein and is not a permit or approval for any violation of federal, state or local laws, codes or ordinances. 7) Compliance with all federal, state, and local laws shall be the sole responsibility of the applicant/permittee and property owner. 8) Plans or additional information may be required to be submitted and subsequently approved before this application can be processed. The City is not responsible for any code violation through the issuance of this permit. 9) Failure to request and obtain the necessary inspections and inspection approvals may necessitate stoppage of work and/or removal of certain parts of the construction at the applicant's/permittee's or property owner's expense.

APPLICANT / REPRESENTATIVE SIGNATURE

DATE