



SIGN PERMIT APPLICATION
SVMC 22.110

10210 E Sprague Avenue ♦ Spokane Valley WA 99206
Phone: (509) 720-5240 ♦ Fax: (509) 720-5075 ♦ permitcenter@spokanevalleywa.gov

WARNING: DO NOT CONSTRUCT OR ORDER A SIGN UNTIL A PERMIT HAS BEEN ISSUED.
THE PERMIT WILL EXPIRE 180 DAYS AFTER ISSUANCE.

PART I – REQUIRED MATERIAL

****THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

- ☐ 2 copies of a site plan with the following (***freestanding and monument signs only***):
1. The location of the affected lot, building(s) and sign(s).
 2. The scale of the site plan.
 3. The location of all existing signs on the site including size and height.
 4. The location of signs on other properties for sign types subject to spacing requirements.
 5. Show location of landscaping at the base of all proposed freestanding and/or monument signs.
 6. Approved sign plan, if applicable; and
 7. Tax parcel number where proposed sign(s) will be located.
- ☐ 2 copies of a scaled drawing of the proposed sign or sign revision, including size, height, copy, structural footing details, method of attachment and illumination.
- ☐ Elevation of building wall with the location and dimensions of proposed and existing signs.
(*wall signs only*)

PART II – APPLICATION INFORMATION

BUSINESS NAME:		ZONING:	
ADDRESS OF SIGN:		PARCEL NO:	
OWNER OF SIGN:			
CONTACT NAME			
PHONE:	FAX:	CELL:	EMAIL:
CONTRACTOR'S NAME:			
ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:
WA STATE CONTRACTOR LICENSE #:			EXP DATE:

PART III – SIGN DETAILS

ESTIMATED PROJECT COST: \$
TYPE OF ILLUMINATION:

- ☐ **SINGLE BUSINESS COMPLEX;** ☐ **OR** ☐ **MULTIPLE BUSINESS COMPLEX**

WALL SIGN(S):

NUMBER OF EXISTING SIGNS: _____ PROPOSED NUMBER TO BE REMOVED: _____

SIGN	PROPOSED SQUARE FEET	WALL AREA CALCULATION (Length of wall/tenant space x height)	PROJECTION OF SIGN FROM WALL
1			
2			
3			
4			

FREESTANDING/MONUMENT SIGN(S):

NUMBER OF EXISTING SIGNS: _____ PROPOSED NUMBER TO BE REMOVED: _____

SIGN	PROPOSED SQUARE FEET	HEIGHT OF SIGN	SQUARE FEET OF LANDSCAPED AREA	SETBACK FROM SIDE YARD
1				
2				
3				
4				

I CERTIFY, UNDER PENALTY OF PERJURY, THAT THE ABOVE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Owner/Applicant Signature_____
Date

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.

STAFF USE ONLY

Staff has reviewed the proposed Sign Permit Application subject to the standards in Section 22.110 of the City of Spokane Valley Municipal Code.

Approved:_____
Planning Division Signature_____
Date