



TEMPORARY 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

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee: _____
PLUS #: _____ File #: _____

PART I – REQUIRED MATERIAL

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

- ☐ Site plan to include the tax parcel number and/or site address, location of the lot, building(s) and sign(s) (*freestanding signs, inflatables, and searchlight only*); and
- ☐ Submit a drawing of temporary sign which includes size, height, copy area and method of attachment.

PART II – APPLICATION INFORMATION

BUSINESS NAME:		ZONING:	
ADDRESS OF SIGN:		PARCEL NO:	
OWNER OF SIGN:			
CONTACT NAME			
PHONE:	FAX:	CELL:	EMAIL:

PART III – SIGN DETAILS

☐ RENEWAL (If so, exempt from Part I –requirement materials)

PROPOSED START DATE:	PROPOSED END DATE*:
WHERE IS SIGN AFFIXED: Wall Mounted Freestanding	
TYPE: <input type="checkbox"/> Banner Pennant, Flag and/or Streamer Special Event (includes inflatable, search light)	
SQUARE FEET OF EACH SIGN: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____	

PART IV – AUTHORIZATION

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

