



SIGN PERMIT APPLICATION

Department of Building Services
 Spokane City Hall, 3rd Floor
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 Spokane WA 99201-3343

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www.buildingspokane.org

All Sign Permit Applications shall include Three (3) Copies of Site Plans, Elevation Plans, and Sign Drawings; and for *Electronic Message Signs*, a signed Letter of Compliance.

Job Site Address:		Date:
Property Owner/Business Name:		Owner Address:
Contractor:		Contractor License:
Contractor's Address:		Electrical License:
Contact Person:	Phone #:	Email Address:

Project Cost (Bid amount of job to include labor and materials):

Sign Description:

A Building Permit is required for an Awning Sign.

Sign Type	Quantity	# Illuminated	Fee
Pole			
Ground > 6' Tall			
Wall (Fascia)			
Projecting			
Roof			
Freestanding			
Ground < 6' Tall			
Readerboards			
Other:			
<i>Processing Fee:</i>			\$25.00
<i>Planning Services Review Fee:</i>			\$50.00
<i>State Building Code Fee:</i>			\$4.50
TOTALS:			

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Additional Plan Review may be charged for Engineered Projects.

Sign Permit Fee Schedule	
Pole Signs/Ground Signs Taller than 6 ft	\$75.00
Wall, Projecting, Roof, & Incidental Signs	\$30.00
Illumination/Wiring Fee per Sign	\$5.00

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 *Worksheet*

Please check to ensure that the following Submittal Requirements have been satisfied.

Sign Drawing Requirements:

- Three (3) copies of Sign Drawings *with* :
- 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 ft high or over 100 ft².*

***** Note: Billboards Are Prohibited *****

Site and Elevation Plan Requirements:

- Three (3) copies of 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 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.

Electronic Message Sign 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 www.spokaneplanning.org and the applications section of the Building Services website www.buildingspokane.org.

Links to Sign Regulations for the City of Spokane are available from the Planning Services website www.spokaneplanning.org.