



# The City of Othello

500 East Main Street  
 OTHELLO, WASHINGTON 99344  
 Telephone (509) 488-5686  
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For Office Use Only  
 Date Received \_\_\_\_\_

## SIGN PERMIT APPLICATION

Business Name \_\_\_\_\_ Building Type \_\_\_\_\_  
 Project Address \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 PRIMARY Contractor or Self \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Business Phone # \_\_\_\_\_ Email \_\_\_\_\_  
 City License # \_\_\_\_\_ State License # \_\_\_\_\_ Exp Date \_\_\_\_\_

## PROJECT INFORMATION

Valuation \$ \_\_\_\_\_

New  Replace existing

Sign # 1	Sign # 2	Sign # 3	Sign # 4
Internal or External Illumination <b>Yes/No</b>	Internal or External Illumination <b>Yes/No</b>	Internal or External Illumination <b>Yes/No</b>	Internal or External Illumination <b>Yes/No</b>
Type of Sign	Type of Sign	Type of Sign	Type of Sign
Sign Height (ft)	Sign Height (ft)	Sign Height (ft)	Sign Height (ft)
Sign Width (ft)	Sign Width (ft)	Sign Width (ft)	Sign Width (ft)
Wall Area(Façade-Width & Height)	Wall Area(Façade-Width & Height)	Wall Area(Façade-Width & Height)	Wall Area(Façade-Width & Height)

It is the responsibility of the applicant to provide all necessary information required for review. Please verify that all sections applicable to the proposed project have been completed in order to prevent any delay in plan review.

\_\_\_\_\_  
 Applicant Signature Date

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## Sign Permit Checklist

### Building & Planning Department

**A completed sign permit application must include all of the following:**

#### **Site Plan:**

- Two (2) copies of a scaled drawing (1" = 20') of the site plan which shows:
  - Property lines
  - Sidewalk and curb
  - Easements
  - Fences
  - Driveways
  - Buildings (length & width)
  - Other relevant site development or site limitations
  - Height & width for all walls that signs will be mounted on
  - Distance from the property lines to nearest edge of the free-standing sign or footing (whichever is closer)

#### **Proposed Sign:**

- Two (2) copies of scaled plans and elevations of the sign work including:
  - Dimensions of proposed sign and sign structure (height & width)
  - Distance from grade to lowest projection of the sign and highest projection of the sign
  - Structural detail
  - Description, drawing, or picture of the sign copy
  - Footing details (Engineered)
  - Method of sign attachment
  - Illumination
  - Specification & calculations for free standing signs

#### **Existing Signs:**

- An inventory of all signs on the site, including:
  - A description of the sign
  - Type of sign
  - Sign dimensions (height & width)
  - Location
- Identify which signs are going to be removed

**\*\*All of the above are required prior to submittal. Incomplete applications will not be accepted.**