

# More Information

## 14.58.120 Violation.

Upon occurrence of a violation of the provisions of this chapter, the code enforcement officer shall notify the responsible person representing the sign in violation that a violation of this chapter exists. A notice of violation and order to correct or cease activity as provided in Section 8.26.050 shall be issued.

## 14.58.130 Enforcement.

The code enforcement officer may cause the removal or demolition of an illegal sign or for failure to comply with a notice of violation upon seven days' written notice. After removal or demolition of the sign, a notice shall be mailed to the sign owner stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the building official. If the amount specified in the notice is not paid within thirty days of the notice, the city may institute a civil action to recover its costs. The owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon unless facts to the contrary are brought to the attention of the code enforcement officer.

City of Othello  
Building & Planning Department

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# Signage

## A Guide to Signage Within the City of Othello



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[www.othellowa.gov](http://www.othellowa.gov)

# ***Signage within the City of Othello***

## **Why are Signs Regulated?**

- To ensure that signs and sign structures are designed, installed, and maintained to prevent personal injury, and to avoid traffic and property hazards and public nuisances.
- To recognize that signs are necessary for public, private, business, community, and other purposes.
- To impose limited controls on signs so that they are compatible with surrounding property uses and enhance the appearance of the Othello community.

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## **How do I Apply?**

To apply for a sign permit, complete the following steps:

- Contact the Building & Planning Department within City Hall or go online to [www.othellowa.gov](http://www.othellowa.gov)
- Briefly describe the type of sign desired, as well as the location. We will answer any questions about the sign application procedure and will explain the sign requirements. For detailed technical information regarding sign types refer to OMC Chapter 14.58.
- Complete the Sign Application. The application requires information about the proposed sign and all other signs on the property. This includes locations, dimensions, sign types, construction materials and types of illumination. A scale of all signs on the property, as well as the newly proposed sign, must be provided.
- Submit the Application and Fee. If your proposal meets the specifications of the OMC, your application will be approved and you will be notified by phone when it is ready to be picked up and the fee amount.
- Purchase your building permit. Once it is approved you will pick up the Building Permit and pay the Fee. Upon completion your sign will require a final inspection. Call (509) 488-3302 to schedule.

# ***Types of Signs***

The most common sign types are listed below:

- Wall Sign—the sign shall be contained within the outline of the façade, requires a permit.
- Temporary Sign or Flag—allowed only in commercial and industrial zones. Maximum height 8' if portable. 32 sq. ft. per street frontage per site. If no street frontage then 32 sq. ft. per site. Sign shall be repaired, replaced, or removed when torn, worn, broken or dilapidated. Requires a permit.
- Sandwich Board—maximum sign height 4', maximum sign area 8 sq. ft. each face. Sign allowed only in Commercial and industrial zones. Shall be removed at the end of each business day. Requires a sign permit.
- Window or Door—The sign shall be contained within the perimeter of the window or door. No Permit required for temporary sign; Permit required for permanent sign.
- Free-standing Sign—maximum height 25', 150 sq. ft. per site in a commercial or industrial zone, except that a site has street frontage exceeding 300 lineal feet is allowed 150 sq. ft. per increment of 300 lineal feet of street frontage. Permit is required.

# ***Sign work exempt from sign permit***

The replacement of the face or faces of a cabinet sign, maintenance of a sign or sign structure (by repair, replacement of parts, cleaning, or touch-up), and sign removal without any sign installation is exempt from the requirement for a sign permit.

## ***Sign permit requirements.***

- Two copies of a scaled drawing of the site plan which shows the site boundary, sidewalk and curb, driveways, building, other relevant site development or site limitations, and the location of the proposed building or free-standing sign or signs. The location of free-standing signs should be shown as dimension lines from nearest lot or parcel boundaries.
- Two copies of scaled plans and elevations of the sign work, including sign and sign structure dimensions, sign height, structural detail, description, drawing, or picture of the sign copy, footing details, method of sign attachment to sign structure, building or architectural appendage, illumination, specifications, and calculations for wind loads.
- An inventory of each and every existing sign on the site, including a description of the sign copy, type of sign, and sign dimensions.
- The building official may waive the submission of plans, specifications, and calculations when the structural aspect is of minor importance.
- A completed application with an inventory of each & every sign that will be installed or removed, & the type of sign.