



## Sign Permit Application

Community Development Department

3100 Belmont Blvd. Suite 104, West Richland WA.99353

(509) 967-5902 email: [permits@westrichland.org](mailto:permits@westrichland.org)

PROPERTY INFORMATION AND DESCRIPTION OF WORK		PERMIT #	
<b>JOBSITE ADDRESS</b>			
Tax Parcel #	Subdivision	Lot #	Block
Description of Project		Valuation \$	
<b>SIGN DETAILS</b>			
<b>PROPERTY OWNER INFORMATION</b>			
<b>OWNER NAME:</b>			
Project Owner's Mailing Address / City / State / Zip			
Phone Number	Cell Number	Email	
Authorized Agent (if different from Property Owner)		Phone Number	
Primary Contact:	Phone Number	Email	
<b>GENERAL CONTRACTOR INFORMATION</b>			
<b>COMPANY NAME:</b>	UBI #	City of West Richland Business License: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Address / City / State / Zip		State Contractors License #	
Phone Number	Cell Number	Email	
<b>PERMANENT SIGN APPLICATION MUST INCLUDE – 1 Application for multiple signs</b>			
<ol style="list-style-type: none"> <li>1. Completed Application</li> <li>2. Site Plan</li> <li>3. 2 color copies (min 8 ½ x 11" / scale 1" = 20')</li> <li>4. Picture of sign as it will appear on building</li> <li>5. Weight and Dimensions</li> <li>6. Provide cross-section view showing foundation, structural members (studs, beam, post etc...) and how sign is attached to building (bolts, screws, lags, weld etc...) and into what framing member</li> <li>7. Type of material sign is made of, color, lighted or not</li> <li>8. Any other information the Community Development Director deems necessary to determine compliance with applicable codes</li> </ol>			
<b>TEMPORARY SIGN APPLICATION MUST INCLUDE – 1 Application per sign</b>			
<ol style="list-style-type: none"> <li>1. Completed Application</li> <li>2. Site Plan</li> <li>3. 1 color copy (min 8 ½ x 11" / scale 1" = 20')</li> <li>4. Purpose of sign</li> <li>5. Signature of Property Owner (where sign is to be placed)</li> <li>6. Sign Dimensions</li> <li>7. Sketch showing location of sign</li> <li>8. Any other information the Community Development Director deems necessary to determine compliance with applicable codes</li> </ol>			

I authorize employees and officials of the City of West Richland the right to enter and remain on the property in question to determine whether a permit should be issued and whether special conditions should be place on any issued permit. I have the legal authority to grant such access to the property in question.

I also acknowledge that if a permit is issued for land development activities, no terms of the permit can be violated without further approval by the permitting entity. I understand that the granting of a permit does not authorize anyone to violate in any way any federal, state or local law/regulation pertaining to development activities associated with a permit.

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

1. I have read and examined this permit application and have documented all applicable requirements on the site plan.
2. The information provided in this application contains no misstatement of fact.
3. I am the owner(s), the authorized agents(s) of the owner(s) of the above referenced property, or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW or I am exempt from the requirements of the Chapter 18.27 RCW.
4. I understand this permit is subject to all other local, state and federal regulations.

Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If the City of West Richland has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_