



**Sign Permit Checklist**  
Community Development Department  
321 S. Balsam Street, Moses Lake, WA 98837  
Telephone (509)764-3756 Fax (509)764-3758

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

For Additional Information:

- City of Moses Lake Website is: <http://cityofml.com>
- Look for "Municipal Code" on the left side of the page, click on it. Scroll down to Chapter 18.58 Signs; you can click on it to view the sign code
- A permit fee will be calculated when the application is submitted

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

Routed _____
ENG
BLDG
PLAN