



For Official Use Only
BLDG—20__ - _____
Date _____
Staff Representative _____

**SIGN PERMIT APPLICATION**

Property Address \_\_\_\_\_ Suite \_\_\_\_\_

Business Name \_\_\_\_\_

Assessor's Tax Parcel # \_\_\_\_\_ Zoning \_\_\_\_\_

Legal Description/Subdivision Name \_\_\_\_\_

*Property Owner* \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone # \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

*Applicant Name/Contact Name* \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone # \_\_\_\_\_ Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*General Contractor* \_\_\_\_\_

State License \_\_\_\_\_ Exp Date \_\_\_\_\_ City License \_\_\_\_\_ Exp Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone # \_\_\_\_\_ Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**PROJECT INFORMATION**

New       Replace existing      Valuation \$ \_\_\_\_\_

<i>Sign #1</i>	<i>Sign #2</i>	<i>Sign #3</i>	<i>Sign #4</i>
Internal or External Illumination Yes/No	Internal or External Illumination Yes/No	Internal or External Illumination Yes/No	Internal or External Illumination Yes/No
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 (Facade—Width & Height)	Wall Area (Facade—Width & Height)	Wall Area (Facade—Width & Height)	Wall Area (Facade—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.**

NOTICE: Separate permits and approvals may be required for this project. Every permit issued by the Administrative Authority under the provision of the Moses Lake Municipal Code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from date of issuance of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Issuance of a permit does not authorize any work I public right-of-way or on utility easements. All provisions of laws and ordinances governing the type of project shall be complied with whether specified herein or not. The granting of a permit or an approval does not presume to give authority to violate or cancel the provisions of an other federal, state, or local laws regulating construction, the performance of construction, and/or operation of the project. **I hereby certify** that as a contractor I am currently registered and properly licensed as defined in RCW 18.27 or as a property owner I am exempt from the requirements of the contractor registration and will do all my own work or use properly licensed subcontractors in connection with the work to be performed under this permit. **I hereby certify** that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval me be revoked.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received Stamp



**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