



## SIGN PERMIT APPLICATION

Liberty Lake Planning & Building Services  
 22710 E. Country Vista Drive, Liberty Lake WA 99019  
 Phone: (509) 755-6700 Fax: (509) 755 6713  
 Website: www.libertylakewa.gov

### OWNER / APPLICANT INFORMATION

|  |                |   |                             |
|--|----------------|---|-----------------------------|
| <b>Owner:</b>  | Phone:         | <b>Applicant:</b>                               | Phone:                      |
|  | Fax:           |   | Fax:                        |
| Mailing Address:   |                | Mailing Address:                                |                             |
| City, State, Zip:  |                | City, State, Zip:                               |                             |
| <b>Contractor:</b>   | Phone:         | <b>Project Contact Name:</b>                    |                             |
|  | Fax:           | <b>Project Contact Phone:</b>                   |                             |
| Mailing Address:   |                | WA State Contractor License:                    |                             |
|  |                | Contractor UBI Number:                          |                             |
| City, State, Zip:  |                | Subcontractor UBI Number:                       |                             |
| <i>All businesses who are located in or perform work in the City of Liberty Lake must have a current City Business License</i>   |                |   |                             |
| Do you have a current City of Liberty Lake Business License: Yes No  |                |   | License Number:             |
| <b>BUSINESS NAME &amp; ADDRESS WHERE SIGN WILL BE LOCATED:</b>   |                |   |                             |
| <b>SQUARE FOOTAGE OF BUILDING FACADE:</b>  |                | <b>EXISTING SIGN AREA &amp; HEIGHT:</b>         |                             |
| <b>PROPOSED SIGN TYPE:</b> FREESTANDING* MONUMENT* WALL** COPY CHANGE OTHER -  |                |   |                             |
| <b>PROPOSED SIGN AREA (SQ. FT. PER SIGN FACE):</b>   |                | <b>PROPOSED SIGN HEIGHT (FEET ABOVE GRADE):</b> |                             |
| <b>PROPOSED SIGN LOCATION ON SITE:</b>   |                |   |                             |
| <b>PROPOSED ILLUMINATION:</b> NONE FLUORESCENT INDIRECT OTHER -  |                |   |                             |
| <small>* Engineering Stamp REQUIRED on signs over 8 ft. in height or over 32 sq. ft. in size (2006 IBC, Sec. 106)      **Illustrate how sign is attached to wall</small> |                |   |                             |
| <b>SUBMITTALS:</b> SIGN PLAN(S) & BUILDING ELEVATIONS ATTACHMENT DETAIL** SITE MAP ENGINEERING*  |                |   |                             |
| <b>Has the project been reviewed &amp; approved by a Homeowners Assoc. / Development Design Review Committee?</b>  |                |   |                             |
| (Please check one)   | Not Applicable | Yes   | No      Applicant Initials: |

|                                       |              |      |
|---------------------------------------|--------------|------|
| Property Owner's Signature (REQUIRED) | Printed Name | Date |
|---------------------------------------|--------------|------|

|                                  |              |      |
|----------------------------------|--------------|------|
| Applicant's Signature (REQUIRED) | Printed Name | Date |
|----------------------------------|--------------|------|

|   |              |                    |
|---|--------------|--------------------|
| <b>(PLANNING &amp; BUILDING SERVICES OFFICE USE ONLY)</b> |              |                    |
| <b>SIGN PERMIT STATUS:</b> APPROVED DENIED & REASON -     |              |                    |
| <b>REVIEWED BY:</b>                                       | <b>DATE:</b> | <b>PERMIT FEE:</b> |
| <b>CONDITIONS OF APPROVAL:</b>                            |              |                    |