



## SIGN PERMIT APPLICATION

Liberty Lake Planning, Engineering & Building Services  
 22710 E Country Vista Drive, Liberty Lake, WA 99019  
 Phone: (509) 755-6704 Fax: (509) 755-6713  
 Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)  
 Email: [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov)

Along with this application please provide electronic files of the following:

- Sign plan(s) (Engineering stamp required on freestanding and monument signs over 8 ft in height or over 32 sq ft in size (2018 IBC, Sec. 107))
- For wall signs, attachment detail illustrating how the sign is attached to the wall
- Building elevations and site map

**All businesses which perform work in the City must have a current Business License. If the business is located outside of the City, the license must have a City of Liberty Lake Endorsement.**

### ADD CHECK MARK NEXT TO THE APPLICANT'S INFO

<b>Property Owner's Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Contractor's Company &amp; Contact Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
WA State Contractor License:	Contractor UBI Number:
<b>Project Contact's Name:</b>	
Email:	Phone:

Site Specific Information					
Project Address:			Business Name:		
Square Footage of Building Façade:			Existing Sign Area & Height:		
Proposed Sign Area (sq ft per sign face):			Proposed Sign Height (ft above grade):		
Proposed Sign Location on Site:					
Proposed Sign Type:	Freestanding	Monument	Copy Change	Wall	Blade
	Electronically Changeable	Awning	Canopy	Marquee	Other:
Proposed Illumination:	Fluorescent	Indirect	Neon	None	Other:
Project Description:					
<b>Has the project been reviewed &amp; approved by an HOA / Development Design Review Committee?</b>					
Yes		No		Not Applicable	
					<b>Applicant Initials:</b>

ROW Permit Fee Schedule		
MONUMENT & FREESTANDING SIGNS	NUMBER OF SIGNS:	\$115.00 EACH
OTHER SIGNS	NUMBER OF SIGNS	\$75.00 EACH
<i>PLEASE MAKE CHECKS PAYABLE TO CITY OF LIBERTY LAKE</i>	<b>SUBTOTAL</b>	
	PLUS STATE BUILDING SURCHARGE	\$25.00
	PLUS PROCESSING FEE	\$ 40.00
	<b>TOTAL PERMIT FEE DUE</b>	

**Permit Issuance Option**

Would you like to receive your permit / approved plans via email?      Yes      No

(If yes, please complete the portion below. Once review of your application is complete, we will contact you for credit card payment via phone.)

The permit becomes null and void if work or construction authorized by the permit is not commenced within 180 days of issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced unless an extension is granted. Issuance of this permit does not give the authority to violate any federal, state, or local laws or ordinances, or the building code regulating construction. Separate permits (building, plumbing, mechanical, sewer, water connection, electrical, etc.) may be required for work performed on this site. Additional permits /plans may be required prior to Certificate of Occupancy issuance. Contact SRCAA at 509-477-4727 and/or visit [www.spokanecleanair.org](http://www.spokanecleanair.org) to ensure compliance with air quality regulations. The applicant shall be responsible for obtaining additional permits/approvals from affected agencies. By checking the box below, I certify that I have read and understand all the conditions contained herein and I have the authority to sign on behalf of the applicant. Additionally, I certify that my signature included on the permit, if done by electronic means, provides the same understanding and authority as if I had signed the permit in person or writing.

**Required Signatures**

**BY SIGNING BELOW (WITH ELECTRONIC SIGNATURE OR PHYSICAL SIGNATURE), I ACKNOWLEDGE THAT A MINIMUM OF 24 HRS. NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS. I ACKNOWLEDGE THAT I HAVE READ AND ACCEPT THE REQUIREMENTS LISTED ABOVE AND BELOW. I GIVE PERMISSION FOR USE OF MY ELECTRONIC SIGNATURE ON THE PERMIT AND I ACKNOWLEDGE, UNDERSTAND AND AGREE TO THE TERMS DESCRIBED ON THIS APPLICATION.**

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**Property Owner's Signature**

**Printed Name**

**Date**

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**Applicant's Signature**

**Printed Name**

**Date**