



# SIGN PERMIT APPLICATION

Permit Number: \_\_\_\_\_

## Applicant

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

Physical Address of Proposed Sign(s): \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Owner (If Different than Applicant's)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

With my signature, I acknowledge and give permission to the above-named applicant to apply for this permit to make changes to my property and to complete any improvements upon my property as outlined in this application or as approved by the City of Republic (may submit permission by other communication).

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

## Contractor

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

WA State License #: \_\_\_\_\_

# Sign Information

All information and required fee must be submitted at the time of application. Please consult the **Sign Code Ordinance 2024-04** for complete information and requirements regarding signage.

Type of Sign: Wall \_\_\_\_\_ Projecting \_\_\_\_\_ Freestanding \_\_\_\_\_ Portable \_\_\_\_\_

Temporary Banner \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Lighting: YES or No (If yes provide a detailed description below. The description needs to include the directions of lighting, lumens, etc.) If more description space is needed add another sheet.

Brief Description: \_\_\_\_\_

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## **Please provide detailed, scaled drawing(s) of the proposed sign including but not limited to:**

1. Dimensions of sign, including height of sign and sign structure;
2. Copy, graphics, the sign type and materials;
3. Connection methods and materials and/or mounting structures and devices;
4. Site plan, showing the location of and measurements of the proposed sign, streets, existing signs and structures, etc.;
5. For additions or changes to existing signs or sign structures where not all components of the sign are proposed to be changed, please provide photos or renderings of the current existing sign and an enhanced photo or rendering of the proposed sign change.

### **Special Event Temporary Banners/Signs Rules include:**

1. Must be permitted, and must be removed within seven days of the completion of the event or activity.
2. Fonts must be approved by Administrator.

The municipality, its officers, agents, and employees shall be held harmless against any and all claims resulting from the erection, alteration, relocation, construction, or maintenance of signs legally allowed as a result of this application.

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

**Temporary Sign Permits become VOID after 6 months from the date of installation. These permits can be renewed for an additional 6 months twice.**

## **For Office Use Only**

Building Permit Required \_\_\_\_\_ Electrical Permit Required \_\_\_\_\_

Permit Approved \_\_\_\_\_ Permit Denied \_\_\_\_\_ Reason(s) \_\_\_\_\_

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

# Sign Fee Schedule

## Temporary Sign Fees

Base Charge	\$20.00
6-month Renewal Fee	\$15.00
Additional Signs Fee	\$5.00 per sign

## Permanent Sign Fees

Base Charge	\$47.00
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