



City of Kelso

Sign Permit Application

FOR OFFICE USE ONLY

| | | |
|-----------|---------|-----|
| Permit #: | Zoning: | RV: |
|-----------|---------|-----|

Questions and applications can be directed to the following:

Building and Planning
203 S. Pacific Ave., Suite 208
Kelso, WA 98626

360.423.9922 (office)
360.423.6591 (fax)

PROJECT SITE INFORMATION

| | |
|-------------------|-----------|
| Address/Location: | Parcel #: |
|-------------------|-----------|

PROPERTY OWNER

| | | | |
|--------------------------|--------------|--------|------|
| Business Name: | Contact Name | | |
| Mailing/Billing Address: | City: | State: | Zip: |
| Phone: | Email: | | |

APPLICANT (If different from property owner listed above)

| | | | |
|--------------------------|--------------|--------|------|
| Business Name: | Contact Name | | |
| Mailing/Billing Address: | City: | State: | Zip: |
| Phone: | Email: | | |

CONTRACTOR

| | | | |
|--------------------------|---------------|--------|------|
| Business Name: | Contact Name: | | |
| Mailing/Billing Address: | City: | State: | Zip: |
| Phone: | Email: | | |

| | |
|---|------------------|
| WA State License # (Not UBI#): | Expiration Date: |
| City of Kelso Business License # (Permit cannot be issued until one is obtained): | Expiration Date: |

DETAILED PROJECT DESCRIPTION

PERMIT INFORMATION

| | |
|---|--|
| Building Type – Check all that apply: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial | Project Valuation (Fair Market Value Labor + Materials): \$ |
|---|--|

PERMIT FEES ARE BASED ON PROJECT VALUATION – SEE MASTER FEE SCHEDULE TYPE OF SIGN(S) – CHECK ALL THAT APPLY:

| | | | | |
|--|---------|-------|---------|-------|
| <input type="checkbox"/> Fascia/Wall Mounted Sign | Sign #1 | _____ | Sign #2 | _____ |
| 1. Size of sign (square footage) | Sign #1 | _____ | Sign #2 | _____ |
| 2. Length of wall to which sign is to be attached (in feet) | Sign #1 | _____ | Sign #2 | _____ |
| <input type="checkbox"/> Freestanding Sign | Sign #1 | _____ | Sign #2 | _____ |
| 1. Size of sign – total of both sign faces (square footage) | Sign #1 | _____ | Sign #2 | _____ |
| 2. Height of sign from ground (in feet) | Sign #1 | _____ | Sign #2 | _____ |
| <input type="checkbox"/> Projecting Sign | Sign #1 | _____ | Sign #2 | _____ |
| 1. Size of sign – total of both sign faces (square footage) | Sign #1 | _____ | Sign #2 | _____ |
| 2. Projection from building wall (in feet) | Sign #1 | _____ | Sign #2 | _____ |
| 3. Clearance from bottom of sign to sidewalk/grade (in feet) | Sign #1 | _____ | Sign #2 | _____ |

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| | | |
|---|---------------|---------------|
| <input type="checkbox"/> Freeway Sign | | |
| 1. Size of sign – total of both sign faces (square footage) | Sign #1 _____ | Sign #2 _____ |
| 2. Height of sign from ground (in feet) | Sign #1 _____ | Sign #2 _____ |
| <input type="checkbox"/> Other Sign | | |
| 1. Size of sign (square footage) | Sign #1 _____ | Sign #2 _____ |

| SIGN PERMIT SUBMITTAL CHECKLIST | Provided |
|---------------------------------|----------|
|---------------------------------|----------|

| | |
|---|--------------------------|
| Two plans showing locations of proposed sign(s), and lineal feet of street frontage. | <input type="checkbox"/> |
| Two plans of the proposed sign with sign style, size, method of construction and materials used along with a scaled design. For projecting or fascia signs, a scaled drawing of the building elevation shall be included. | <input type="checkbox"/> |
| Type of sign, whether illuminated or nonilluminated. | <input type="checkbox"/> |

| PROPERTY OWNER OR AUTHORIZED AGENT |
|------------------------------------|
|------------------------------------|

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Signature: _____ Printed Name: _____ Date: _____