



City of Kelso

Sign Permit Application

FOR OFFICE USE ONLY

Permit #:	Zoning:	RV:
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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)

PROJECT SITE INFORMATION

Address/Location:	Parcel #:
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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:
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City of Kelso Business License # (Permit cannot be issued until one is obtained):	Expiration Date:
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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): \$
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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 1. Size of sign (square footage) 2. Length of wall to which sign is to be attached (in feet)	Sign #1 _____ Sign #1 _____	Sign #2 _____ Sign #2 _____	
<input type="checkbox"/> Freestanding Sign 1. Size of sign – total of both sign faces (square footage) 2. Height of sign from ground (in feet)	Sign #1 _____ Sign #1 _____	Sign #2 _____ Sign #2 _____	
<input type="checkbox"/> Projecting Sign 1. Size of sign – total of both sign faces (square footage) 2. Projection from building wall (in feet) 3. Clearance from bottom of sign to sidewalk/grade (in feet)	Sign #1 _____ Sign #1 _____ Sign #1 _____	Sign #2 _____ Sign #2 _____ Sign #2 _____	

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		360.423.9922 (office) 360.423.6591 (fax)

<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.			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Signature:</td> <td style="width: 33%; border: none;">Printed Name:</td> <td style="width: 33%; border: none;">Date:</td> </tr> </table>	Signature:	Printed Name:	Date:
Signature:	Printed Name:	Date:	