

The City of Othello

Sign Permit Checklist

Building & Planning Department

A completed sign permit application must include all of the following:

Site Plan:

- ☐ Two (2) copies of a scaled drawing (1" = 20') of the site plan which shows:
 - ☐ Property lines
 - ☐ Sidewalk and curb
 - ☐ Easements
 - ☐ Fences
 - ☐ Driveways
 - ☐ Buildings (length & width)
 - ☐ Other relevant site development or site limitations
 - ☐ Height & width for all walls that signs will be mounted on
 - ☐ Distance from the property lines to nearest edge of the free-standing sign or footing (whichever is closer)

Proposed Sign:

- ☐ Two (2) copies of scaled plans and elevations of the sign work including:
 - ☐ Dimensions of proposed sign and sign structure (height & width)
 - ☐ Distance from grade to lowest projection of the sign and highest projection of the sign
 - ☐ Structural detail
 - ☐ Description, drawing, or picture of the sign copy
 - ☐ Footing details (Engineered)
 - ☐ Method of sign attachment
 - ☐ Illumination
 - ☐ Specification & calculations for free standing signs

Existing Signs:

- ☐ An inventory of all signs on the site, including:
 - ☐ A description of the sign
 - ☐ Type of sign
 - ☐ Sign dimensions (height & width)
 - ☐ Location
- ☐ Identify which signs are going to be removed

****All of the above are required prior to submittal. Incomplete applications will not be accepted.**

Received By:



SIGN PERMIT APPLICATION

Building & Planning Department
500 E Main Street, Othello, WA 99344
Building Dept. 509-488-3302 City Hall 509-488-5686
building@othellowa.gov
www.othellowa.gov

New ☐

Replace Existing ☐

Job Site Address _____

Sign #1	Sign #2	Sign #3	Sign #4
Internal or External Illumination Yes/No:	Internal or External Illumination Yes/No:	Internal or External Illumination Yes/No:	Internal or External Illumination Yes/No:
Type of Sign:	Type of Sign:	Type of Sign:	Type of Sign:
Sign Height (ft):	Sign Height (ft):	Sign Height (ft):	Sign Height (ft):
Sign Width (ft):	Sign Width (ft):	Sign Width (ft):	Sign Width (ft):
Wall Area (Façade):	Wall Area (Façade):	Wall Area (Façade):	Wall Area (Façade):

Labor & Material Valuation\$ _____

Applicant Information

Owner Information

Name: _____

Name: _____

Mailing Address: _____

Mailing Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

Contractor Information

Name: _____ Phone Number: _____

Mailing Address: _____

City/State/Zip: _____

UBI#: _____ WA State Contractor License# _____

City Of Othello Endorsement Exp: _____ Email: _____

City of Othello Permit Information:

Any contractor conducting business in the City of Othello must be licensed by the State of Washington Department of Labor and Industries and have an Othello business license.

State law regulates contractors to protect the public from unreliable, fraudulent, financially irresponsible, incompetent contractors.

Contractor Definition RCW 18.27

Any person, firm or corporation who or which, in the pursuit of an independent business undertakes to, or offers to undertake, or submits a bid to, construct, alter, repair, add to, subtract from, improve, move, wreck or demolish is defined as a contractor.

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the Municipality and Building Codes governing location, construction and erection of the above proposed work for which the permit is granted. The Municipality or its agents are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of this permit.

Buildings **MUST** conform with the plans, as submitted to the Municipality. Any changes of plans or layout must be approved prior to the changes being made. Any changes in the use or occupancy of the building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the building inspector not less than one day's notice to perform such activities. The permit is automatically void in the event construction is not commenced within 180 days of issuance of this point. Cessation of work for a period of 180 continuous days shall also cause this permit to be void. Permits are not transferable.

I hereby certify that as a contractor or specialty contractor I am currently registered and properly licensed as defined in RCW 18.27 **OR** as property owner/authorized agent, I am exempt from the requirements of the contractor registration and will do all my own work or use properly licensed subcontractors in connection with the work to be performed under this permit. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided is incorrect, the permit may be revoked.

Signature of Owner/Authorized Agent

Date

Print Name