



COMMERCIAL SIGN PERMIT APPLICATION

All signs erected, structurally altered or relocated by any person, firm, or corporation.

Chelan County Department of Community Development

316 Washington St, Suite 301 • Wenatchee • WA 98801

509-667-6225 • Fax 509-667-6475

Staff Initials: _____ Date Received: _____ Permit No. _____

Parcel Number: _____		Lot size: _____ (acres)	
Parcel Address: _____		City: _____	
Legal Description: _____	Lot #: _____	Block: _____	<input type="checkbox"/> Attached

PROPERTY OWNER(S): _____

Mailing Address: _____

City/State/Zip: _____ Phone: _____

E-mail: _____

APPLICANT: _____

Company Name: _____ Address: _____

City/State/Zip: _____ Phone: _____

E-mail: _____ License No. _____

TYPE OF SIGN: Wall (building fascia) Free standing (pole) Projecting/suspended
 Single business Directional Lighting
 Other _____

DESCRIPTION OF PROPOSAL: _____

DIMENSIONS: _____ **HEIGHT:** _____

REQUIREMENTS:

- Two (2) copies of accurately, scaled drawing of the proposed sign showing size and materials.
- Photos of any existing sign(s) and detail drawings of proposed changes, if applicable.
- Detailed site plan (see page 3).
- Accurate details/drawings of connection method, including side view showing height of sign.
- Check the zoning of the property for applicable City/County Codes.

PROHIBITED SIGNS: (Chapter 11.92.040, Title 11, Chelan County Code)
*Animated signs *Bench signs *Off-premises billboard *Portable signs *Roof signs
*Signs erected on utility, street light, or traffic control poles (unless placed by public entity owning structure)
*Changing message or electronic reader board (outside of established urban growth areas)
*Signs erected, drawn or painted on trees, rocks, or other natural features
*Illuminated video, flashing or moving lights (except as specifically provided for)

PLEASE NOTE: for properties within Urban Growth Areas, applicable City Codes apply.

ALL SIGNS GOVERNED BY THE PROVISIONS OF APPLICABLE CITY/CHELAN COUNTY CODES SHALL COMPLY WITH ALL ADOPTED BUILDING, ELECTRICAL, STRUCTURAL, ETC., CODES.

BUILDING PERMIT FEES		BUILDING PERMIT FEES: \$ _____	
<input type="checkbox"/> Pole sign: \$ 100.00		WASH STATE FEE: \$ 4.50	
<input type="checkbox"/> Wall mounted sign: \$ 50.00		TOTAL DUE: \$ _____	
<input type="checkbox"/> Additional signs: \$ 35.00			

⤵ FOR OFFICIAL USE ONLY ⤵

Fees Paid: _____ Check #: _____ Receipt #: _____ Date Paid: _____
Zoning: _____ Planning Approval: _____ Bldg. Approval: _____

VICINITY MAP

Vicinity map must show:

- 1) Location of property
- 2) Directional arrow indicating North
- 3) Any adjacent property addresses and landmarks near subject property
- 4) Nearest intersecting roads, including a major highway

IF YOUR ADDRESS IS NOT POSTED AT THE ROAD, INSPECTIONS WILL NOT BE COMPLETED!

DRIVING DIRECTIONS: _____

VICINITY MAP

SITE PLAN

All site plans must be drawn to a standard engineering scale not to exceed 1" = 100'

CHECKLIST:

GRID PAPER PROVIDED ON THE LAST PAGE OF THIS APPLICATION

Indicate scale used, north arrow, and include the following:

- Outline of all property line boundaries with measurements.
- Location, name and width of roadway and/or easements (*list type of easement*) on property.
- **Wall & projecting signs:**
An accurate, scaled drawing and/or current photo of entire building face, including scaled outlines of all existing & proposed signs and measurements from end to end and sidewalk to building eave line.
- **Freestanding signs:**
An accurate, scaled drawing showing location of and measurements to structures, streets, property lines, existing signs.
- **Additions or Changes to Existing Signs:**
Provide photos and/or drawings of current sign and drawings of proposed change, including applicable new location of sign.

I hereby certify that the information on this site plan is accurate and complete. I further understand if the information is incomplete, incorrect, or not provided, permit processing time and issuance of this permit may be delayed.

Owner/Applicant Signature: _____ Date: _____

ACKNOWLEDGEMENT

- The information, plans, maps, and other materials submitted with this application are, to the best of my/our knowledge, a true and accurate representation of this proposal.
- It shall be the responsibility of the property owner(s)/applicant to notify the Department of any changes and update information on the building permit application until the project has been issued a certificate of occupancy/final inspection.
- Chelan County does not guarantee success of this permit application, and/or the issuance of a building permit.
- In the event of any legal proceeding to challenge this application, any environmental determination or any other aspect of the proposed project, the property owner(s)/applicant shall be solely responsible to defend such challenge and pay all court costs and attorney's fees associated.
- All persons executing this acknowledgement shall be personally liable and hereby personally guarantee payment of all fees, expenses and costs required by this application.
- If the property owner(s)/applicant fail to respond to the Department's request for additional information, orally or in writing, further processing shall be suspended or postponed.

I (We) certify under penalty of perjury and under the laws of the State of Washington the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) further certify that all Easements, Deed Restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property have been disclosed to the best of my (our) knowledge and are shown on the site plan submitted with this application. I (We) certify that I (We) am the owner of the property or have been given authorization from the property owner to obtain this permit. I (We) further agree to comply with the International Building, Residential, Fire, Mechanical, Plumbing, and all applicable Chelan County/City Codes. Applicant/Owner(s) assumes all risk and liability for any claims and liabilities.

Owner/Applicant Signature: _____ Date: _____

PURSUANT TO CHAPTER 16.14, CHELAN COUNTY CODE:

16.14.010 Suspension of Permit: The Administrator may suspend or revoke any permit issued by the Department when the permit holder has:

- 1) committed a code violation in the course of performing activities subject to said permit;
- 2) failed to comply with the provisions of the permit; OR
- 3) the permit was issued in error on the basis of incorrect information supplied to the Department.

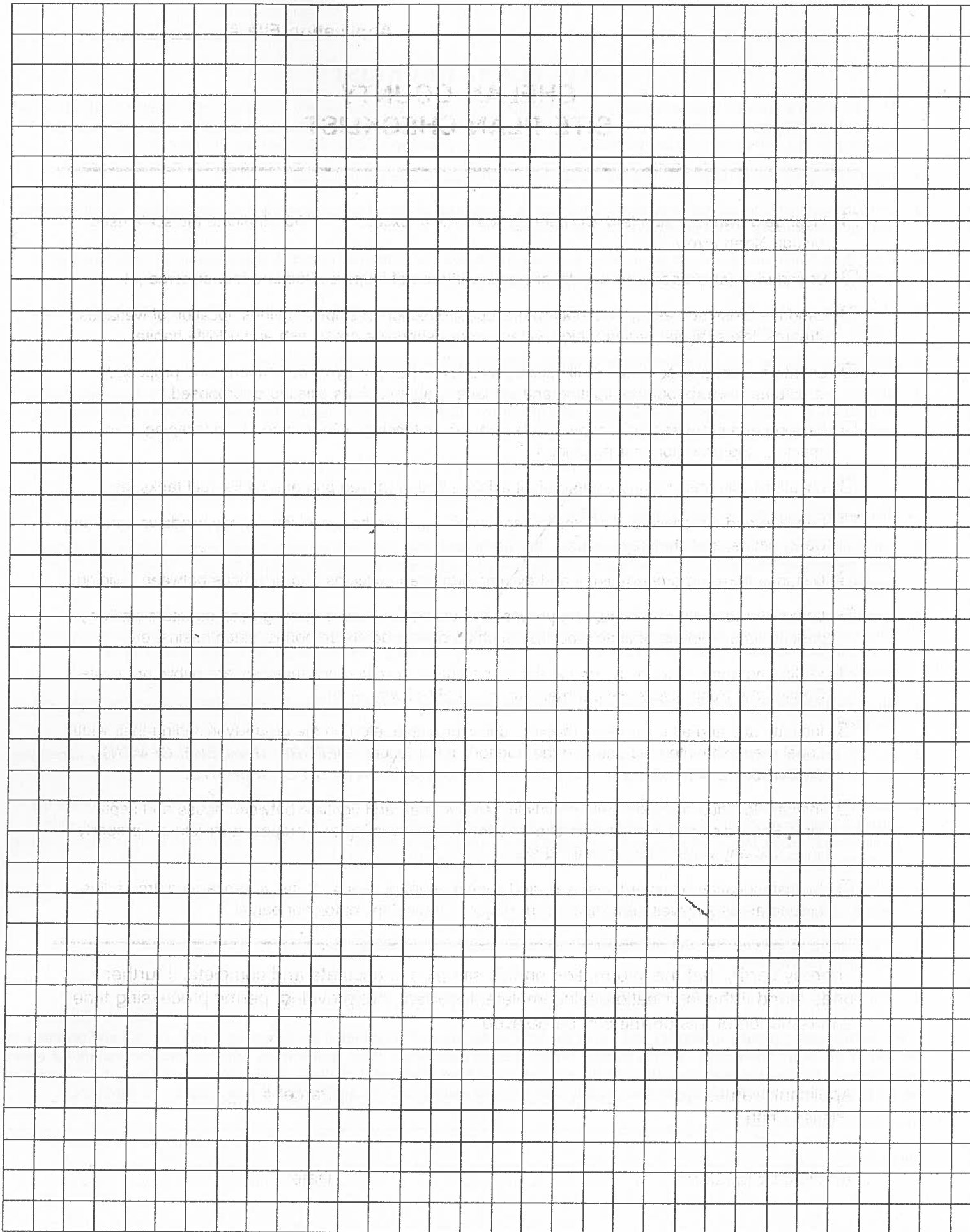
Permit suspension or revocation shall be carried out through the Notice & Order provisions of this title, and shall be effective upon service of said Order to the person responsible for code compliance. The permit holder may appeal such suspension as provided for in this Title.

16.14.020 Denial of Permit: The Department may deny a permit application with regard to subject property or project for which the application is submitted when:

- 1) the property has been found in violation and remains in violation of any ordinance, regulation or resolution regulated by this Title;
- 2) the property has been found in violation and remains in violation of any conditions of any permit, Notice & Order, or Stop Work Order;
- 3) the person responsible for the code compliance has been issued a citation and has failed to pay the penalty or timely file any appeal.

In order to further the remedial purposes of this Title, such denial may continue until the violation is abated and payment of any civil penalty imposed for the violation, except that permits or approvals shall be granted to the extent necessary to accomplish the required abatement.

16.14.030 After-the-Fact Permits: After-the-fact permits issued shall be charged three times the current rates/fees as identified by Chelan County Code Enforcement.



1/4 inch equals feet (not to be more than 15 feet)