



Permit No: \_\_\_\_\_

**CHELAN COUNTY**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
 316 WASHINGTON STREET, SUITE 301, WENATCHEE, WA 98801  
 TELEPHONE: (509) 667-6225 FAX: (509) 667-6475

**COMMERCIAL SIGN PERMIT APPLICATION**

**Parcel Number (APN):** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_ (Acres)  
**Parcel Address:** \_\_\_\_\_ **City/Zip:** \_\_\_\_\_  
**Abbreviated Legal Description:** \_\_\_\_\_  
**Property Owner(s):** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  **Copy of Recorded Deed is required as an attachment.**

**Applicant:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_  
**Contractor's License Number:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Type of Sign:**     Directional                       Multi-Business                       Single Business  
                           Free Standing (pole)                       Projecting/Suspended                       Wall (building fascia)  
                           Lighting                                       Other \_\_\_\_\_

Sign 1 Type: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Height: \_\_\_\_\_  
 Sign 2 Type: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Height: \_\_\_\_\_  
 Sign 3 Type: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Height: \_\_\_\_\_  
 Sign 4 Type: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Height: \_\_\_\_\_

- REQUIREMENTS:**
- Two copies of accurately scaled drawings of the proposed sign, showing size and materials.
  - Photos of any existing sign(s) and detail drawings of proposed changed, if applicable.
  - Detailed Site Plan (See page 4 for requirements)
  - Accurate details/drawings of connection method, including side view showing height of sign.
  - Check the zoning of the property for applicable County Codes or Adopted City Urban Growth Area (UGA) Code.
- ALL SIGNS GOVERNED BY THE PROVISIONS OF APPLICABLE CHELAN COUNTY OR ADOPTED CITY UGA CODES SHALL COMPLY WITH ALL ADOPTED BUILDING, ELECTRICAL, STRUCTURAL, ETC, CODES.**

**⓪ FOR OFFICIAL USE ONLY ⓪**

Received By & Date:	Zoning Approval & Date:	Building/Fire Approval & Date:	Intake Fees Paid: Final Fees Paid:
UGA:	Zoning:	FP / FW:	Comments:

## VICINITY MAP

Provide written driving directions and a map to assist the Building Inspector in locating your project.

Vicinity map must show:

- (1) Location of property
- (2) Directional arrow indicating North
- (3) Any adjacent property addresses
- (4) Any landmarks adjacent to subject property
- (5) Nearest intersecting roadways; if applicable, include one major highway

**NOTE: INSPECTIONS WILL NOT BE PERFORMED WITHOUT YOUR ADDRESS POSTED AT THE ROADWAY.**

**Driving directions:**

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**ATTACH A LOCATION MAP or SKETCH BELOW**

**SITE PLAN CHECKLIST:**  All site plans must be drawn to a standard engineering scale not to exceed 1" = 100'

**Indicate scale used, north arrow, AND include the following:**

- Two copies of the site plan.
- 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 (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) further affirm that by my (our) signature below that I (we) have obtained legal permission to build within or encumber all easements on this property. Applicant/Owner(s) assumes all risk and liability for any claims and liabilities.

**Owner(s)/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 (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) further certify (or declare) that all Easements, Deed Restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property have been accurately disclosed to the best of my (our) knowledge and are shown on the site plan submitted with this application. I (We) understand that encroachment and/or building into easements, deed restrictions or other encumbrances are my (our) responsibility and not Chelan County's. I (We) further affirm that by my (our) signature below that I (we) have obtained legal permission to build within or encumber all easements on this property. Owner hereby releases, discharges, indemnifies and holds harmless the County from and against any and all claims, demands, causes of action, suits or judgments (including costs and expenses incurred in connection therewith) by both the easement holder or encumbered person(s) arising out of or in connection with the County's issuance of a building permit. (We) certify (or declare) 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(s)/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_