



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

Applicable Code: County UGA _____

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

Parcel Number (APN): _____	Lot size: _____ (acres)
Parcel Address: _____	City: _____
Submit Copy of the Recorded Deed (<input type="checkbox"/> Attached)	Abbreviated Legal: _____

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:	<input type="checkbox"/> Wall (building fascia)	<input type="checkbox"/> Free standing (pole)	<input type="checkbox"/> Projecting/suspended
	<input type="checkbox"/> Single business	<input type="checkbox"/> Directional	<input type="checkbox"/> Lighting
	<input type="checkbox"/> Other _____		
Description of Proposal: _____			

Dimensions: _____		Height: _____	
REQUIREMENTS:			
<ul style="list-style-type: none"> ▪ 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. 			
ALL SIGNS GOVERNED BY THE PROVISIONS OF APPLICABLE CITY/CHELAN COUNTY CODES SHALL COMPLY WITH ALL ADOPTED BUILDING, ELECTRICAL, STRUCTURAL, ETC, CODES.			

Ⓢ FOR OFFICIAL USE ONLY Ⓢ

Submittal Fees Paid:\$	Check #:	Receipt #:	Date Paid:
Final Fees Paid:\$	Check #:	Receipt #:	Date Paid:
Zoning:	Permit Center Approval:	Bldg. Approval:	Fire Approval:
Comments:	Date:	Date:	Date:

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

DRIVING DIRECTIONS: _____

SEE VICINITY MAP DRAWING: ATTACHED

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

SITE PLAN CHECKLIST: ✓ All site plans must be drawn to a standard engineering scale not to exceed 1" = 100'
✓ 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 (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/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/Applicant Signature: _____ Date: _____