



**SIGN PERMIT CHECKLIST**  
510-B Pioneer Street/PO Box 608  
Ridgefield, WA 98642  
Tel: 360.887.3908  
Fax: 360.887.2507  
[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

OFFICE USE ONLY

PERMIT NUMBER  
\_\_\_\_\_

## SUBMITTAL CHECKLIST

*A separate building permit may be required.*

### APPLICATION TYPE:

- ON-SITE FREESTANDING:** (a separate building permit may be required)
- WALL OR MARQUEE:** (a separate building permit may be required)
- PORTABLE OR TEMPORARY**
- OTHER:** (a separate building permit may be required)

### A. CONTACT INFORMATION:

**APPLICANT:**  **Check box if primary contact**

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Signature required)*

**PROPERTY OWNER:**

**Check box if primary contact**

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Signature or a letter of authorization from the owner required)*

**B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:**

Please upload one electronic copy of all required application materials to the Permit and Development Portal - <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Each document must be a separate file, in PDF format, and labeled to match the checklist (e.g., 1 application, 2 checklist, 3 narrative). Please note: the narrative is requested in WORD format.

- 1. SIGN PERMIT APPLICATION:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s).
- 2. SITE PLAN:** Submit one (1) copy of a site plan that contains a graphic scale and shows property lines and dimensions; building footprints and dimensions; roads, driveways, parking lots; existing signs to be removed; existing signs to be retained; and location and orientation of proposed sign(s).
- 3. BUILDING ELEVATIONS:** Submit one (1) copy of plans that show the building facade showing location, sign dimensions, method of attachment, type of illumination (if any), and advertising verbiage.
- 4. FRONT AND SIDE ELEVATIONS:** Submit one (1) copy of front and side elevations for any free-standing signs that show support detail, sign dimensions, type of illumination (if any) and advertising verbiage.
- 5. NARRATIVE:** Submit one (1) copy in WORD format of a narrative that addresses criteria in RDC 18.710 relevant to sign type.

**C. APPLICATION FEES:**

Fees must be paid at the time of application via the online portal.

- Sign Permit Review Fee** \$100
- Temporary Sign Request** \$0

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of Ridgefield, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant's Name