



**SIGN PERMIT**

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

\_\_\_\_\_

*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 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)

C. APPLICATION REQUIREMENTS:

**Please include electronic versions of all required application materials.**

- 1. SIGN PERMIT APPLICATION: one (1) copy of a completed Sign Permit Application
- 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.

D. APPLICATION FEES:

Fees must be paid at the time of application. Please make checks payable to City of Ridgefield. There may be fees related to fire reviews and/or fire inspections. These fees would be applied to the permit with payment due at the time of permit issuance.

- 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: \_\_\_\_\_