



SIGN PERMIT APPLICATION

Liberty Lake Planning, Engineering & Building Services
 22710 E Country Vista Drive, Liberty Lake, WA 99019
 Phone: (509) 755-6726 Fax: (509) 755-6713
 Website: www.libertylakewa.gov
 Email: permitcenter@libertylakewa.gov

Along with this application please provide electronic files of the following:

- Sign plan(s) (Engineering stamp required on freestanding and monument signs over 8 ft in height or over 32 sq ft in size (2015 IBC, Sec. 107))
- For wall signs, attachment detail illustrating how the sign is attached to the wall
- Building elevations and site map

All businesses which perform work in the City must have a current Business License. If the business is located outside of the City, the license must have a City of Liberty Lake Endorsement.

CHECK ONE BOX BELOW TO INDICATE WHO THE APPLICANT IS

Property Owner's Name:	
Email:	Phone:
Address:	City, State, Zip:
Contractor's Company & Contact Name:	
Email:	Phone:
Address:	City, State, Zip:
WA State Contractor License:	Contractor UBI Number:
Project Contact's Name:	
Email:	Phone:
Site Specific Information	
Project Address:	Business Name:
Square Footage of Building Façade:	Existing Sign Area & Height:
Proposed Sign Area (sq ft per sign face):	Proposed Sign Height (ft above grade):
Proposed Sign Location on Site:	
Proposed Sign Type:	Freestanding Monument Wall Copy Change Other:
Proposed Illumination:	Fluorescent Indirect None Other:
Has the project been reviewed & approved by an HOA / Development Design Review Committee?	
Yes	No Not Applicable Applicant Initials:

Required Signatures

BY SIGNING BELOW, I ACKNOWLEDGE THAT A MINIMUM OF 24 HRS. NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS

Property Owner's Signature	Printed Name	Date
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Applicant's Signature	Printed Name	Date
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Permit Issuance Option

Would you like to receive your permit / approved plans via email? Yes No

(If yes, please complete the portion below. Once review of your application is complete, we will contact you for credit card payment via phone.)

The permit becomes null and void if work or construction authorized by the permit is not commenced within 180 days of issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced, unless an extension is granted. Issuance of this permit does not give the authority to violate any federal, state, or local laws or ordinances, or the building code regulating construction. Separate permits (building, plumbing, mechanical, sewer, water connection, electrical, etc.) may be required for work performed on this site. Additional permits /plans may be required prior to Certificate of Occupancy issuance. Contact SRCAA at 509-477-4727 and/or visit www.spokaneleanair.org to ensure compliance with air quality regulations. The applicant shall be responsible for obtaining additional permits/approvals from affected agencies. By checking the box below, I certify that I have read and understand all of the conditions contained herein and I have the authority to sign on behalf of the applicant. Additionally, I certify that my signature included on the permit, if done by electronic means, provides the same understanding and authority as if I had signed the permit in person or writing.

BY SIGNING BELOW, I GIVE MY PERMISSION FOR USE OF MY ELECTRONIC SIGNATURE ON THE PERMIT AND I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE TERMS DESCRIBED ABOVE.

Applicant's Signature	Printed Name	Date
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