



CITY OF RITZVILLE

SIGN PERMIT APPLICATION

DATE: _____

PERMIT NO.: _____

LOCATION:

SITE ADDRESS: _____ PARCEL NO.: _____

LEGAL DESCRIPTION: _____ ☐ SEE ATTACHED SHEET

PROPERTY OWNER &/OR TENANT INFORMATION:

NAME: _____ PHONE: _____

MAILING ADDRESS: _____ EMAIL: _____

CITY: _____ STATE: _____ ZIP: _____

CONTRACTOR INFORMATION:

COMPANY NAME: _____ PHONE: _____

MAILING ADDRESS: _____ EMAIL: _____

CITY: _____ STATE: _____ ZIP: _____

STATE CONTRACTOR'S LICENSE: _____ EXPIRATION: _____

SIGN TYPE & QUANTITY :

☐ WALL QTY: _____
☐ POLE QTY: _____
☐ MARQUEE QTY: _____
☐ SIDEWALK QTY: _____
☐ IDENTITY QTY: _____
☐ MISCELLANEOUS QTY: _____

SIGN INFORMATION:

DIMENSIONS: WIDTH: _____ HEIGHT: _____

SQUARE FEET: _____ WEIGHT: _____

ESTIMATED PROJECT VALUE: _____

THIS PERMIT MUST INCLUDE:

A DETAILED DRAWING OR BLUEPRINT SHOWING A DESCRIPTION OF THE CONSTRUCTION DETAILS OF THE SIGN INCLUDING SIGN WORDAGE, ANY PHOTOS OR ILLUSTRATIONS, POSITION OF LIGHTING OR OTHER EXTRANEOUS DEVICES, A LOCATION PLAN SHOWING THE POSITION OF THE SIGN ON ANY BUILDING OR LAND AND ITS POSITION IN RELATION TO NEARBY BUILDINGS OR STRUCTURES AND TO ANY PRIVATE STREET OR HIGHWAY.

DESCRIPTION OF WORK & WORDING ON SIGN:

BUILDING OWNER OR AUTHORIZED AGENT:

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 the City of Ritzville'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 City 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. I (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 City Codes. Applicant/Owner(s) assumes all risk and liability for any claims and liabilities.

SIGNATURE OF OWNER OR AUTHORIZED AGENT (DATE)

SIGNATURE OF COMMUNITY DEVELOPMENT DIRECTOR (DATE)

All signs erected in the historic area or historic buildings shall undergo a design review process with the historic preservation committee as described for the review of building permits.

SIGNATURE OF HISTORIC PRESERVATION COMMITTEE (DATE)