



Sign Permit Application

City of Colville - Building Department

170 S. Oak St. Colville, WA 99114

509-684-5096 (Office) / 509-684-5030 (Fax)

PROJECT SITE INFORMATION

Address:	Parcel #
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PROPERTY OWNER/APPLICANT

Business Name:	Property Owner:
Do you have a City of Colville Business License?*	Project Contact Name:
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant (If Different From Owner):	Project Contact Phone:
Mailing Address:	Project Contact Email:

**All businesses who are located in or perform work in the City of Colville must have a current City Business License*

CONTRACTOR

Business Name:	Contact Name:
Mailing Address:	Phone:
Email Address:	License:

PROJECT INFORMATION

Type of Project:	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Reface	<input type="checkbox"/> Other
Building Type:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	Valuation:	
Sign Material:	Supports & Anchors:			
Illumination Lumes:	Line Voltage Required:			
Detailed Project Description:				

PROJECTING SIGN

	SIGN TYPE	SIGN AREA (SQ. FT.) WIDTH X HEIGHT X # OF FACES	ILLUMINATED?	PROJECTION FROM BUILDING (SQ. FT.)	CLEARANCE FROM SIDEWALK/GRADE (SQ. FT.)
A					
B					
C					



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FREE STANDING SIGNS

	SIGN TYPE	SIGN AREA (SQ. FT.) WIDTH X HEIGHT X # OF FACES	ILLUMINATED?	REFACE?	TOTAL HEIGHT	BASE HEIGHT
A						
B						
C						

STREET FRONTAGE (LINEAR FEET):

MOUNTED SIGNS

	SIGN TYPE	SIGN AREA (SQ. FT.) WIDTH X HEIGHT X # OF FACES	ILLUMINATED?	BUILDING ELEVATION (N,S,E,W)	EXPOSED BUILDING FACE (SQ. FT.)
A					
B					
C					

LARGEST EXPOSED BUILDING FACE (SQ. FT.):

SIGN PERMIT SUBMITTAL CHECKLIST

Provided

Two plans showing locations of proposed sign(s), and lineal feet of street frontage.	<input type="checkbox"/>
Two plans of the proposed sign with sign style, size, method of construction and materials used along with a scaled design.	<input type="checkbox"/>
Type of sign, whether illuminated or nonilluminated.	<input type="checkbox"/>
Certificate of Insurance (If applicable*).	<input type="checkbox"/>

**Sidewalk sign permits or any sign within city right-of-way requires a Certificate of Insurance with City of Colville as co-insured. They are annual permits. Upon renewal of the insurance, a new certificate must be submitted for proof of continuous coverage. Off-premise signs must be located on private property and require permission from the property owner.*

PROPERTY OWNER OR AUTHORIZED AGENT

I hereby certify that I have read and examined this application and know the same to be true and correct, to the best of my knowledge, and I am authorized to apply for this permit

Signature:	Date
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OFFICE USE ONLY

Zoning Ordinance # 1160 N.S., Sec 17.64.110 _____, Subsection(s) _____		Reviewed By: _____
Zoning District:	Max Size Permitted:	Permit Fee:
Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Reason(s):