



City of Wenatchee

COMMUNITY DEVELOPMENT DEPARTMENT

1350 McKittrick St., Suite A, Wenatchee, WA 98801
Phone (509)888-3244 Building Inspection Line (509)888-3263
Fax (509)888-3201 www.wenatcheewa.gov

SIGN PERMIT APPLICATION

Permit Cost: \$ 50.00 per sign

For information regarding zoning requirements for signs, please see [Wenatchee City Code, Chapter 10.50](#). If you have questions, please contact (509) 888-3256 for guidance on sign standards

All electrical permits are issued by Washington State Department of Labor and Industries, 519 Grant Road, East Wenatchee, 98802; Office hours Monday-Friday 8 am to 5 pm. For more information, please call (509) 886-6500, or visit the L & I website at [www.lni.wa.gov](#).

Commercial Sign Permit Requirements:

1. Sign Permit Application.
2. Site plan, drawn to scale, showing the location(s) of all existing and proposed signs.
3. Two sets of plans including the design, dimensions, mounting details & sign locations
4. Landscape plan, in compliance with WCC, 10.50.030(22)(a-d), for all freestanding and monument signs

Please complete the following:

Parcel Information:

Zoning District: NWBD SWBD CBD I WMU OMU RMU CN Other: _____

Overlay District: HEO CSO PO RRO IO GHD MRC CNO

Street Frontage (Lineal Feet): _____

Sign Information:

New sign: Yes No Alteration of Existing Sign Face: Yes No

Sign with effects: Yes No If yes, please describe: _____

Sign located over right-of-way: Yes No

Decreasing/Increasing size from _____ square feet to _____ square feet

Width: _____ Height: _____ Overall Height: _____ Square Feet: _____ Clearance: _____

Number, size and type of all existing on site signs: _____

CITY OF WENATCHEE SIGN PERMIT APPLICATION DEPARTMENT OF COMMUNITY DEVELOPMENT 1350 MCKITTRICK ST., SUITE A WENATCHEE, WA 98801 Building Department (509) 888-3244 Inspection Line (509) 888-3263 Fax (509) 888-3201		DATE APPLIED	
		PERMIT NO.	
JOB SITE ADDRESS		JOB SITE PHONE	
LEGAL DESCRIPTION		PARCEL NO.	
BUSINESS NAME:			
<u>TYPE OF SIGN:</u> <input type="checkbox"/> WALL <input type="checkbox"/> MOUNTED <input type="checkbox"/> CANOPY/MARQUEE <input type="checkbox"/> FREESTANDING <input type="checkbox"/> MONUMENT <input type="checkbox"/> PROJECTING <input type="checkbox"/> READER BOARD <input type="checkbox"/> OTHER _____			
APPLICANT'S NAME:		CONTACT NAME: _____	
		PRIMARY PHONE: () _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: () _____	
		EMAIL: _____	
OWNER'S NAME:		CONTACT NAME: _____	
		PRIMARY PHONE: () _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: () _____	
		EMAIL: _____	
CONTRACTOR'S NAME: (copy of contractor's registration card required):		CONTACT NAME: _____	
		PRIMARY PHONE: () _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: () _____	
		EMAIL: _____	
CONTRACTOR'S LICENSE NUMBER:	EXPIRATION DATE:	CITY BUSINESS LICENSE NUMBER:	EXPIRATION DATE:
<u>PERMIT FEE:</u>		<input type="checkbox"/> Cash <input type="checkbox"/> Check No. : _____ Plan Check/Permit Fee: \$ _____ Receipt No: _____	
# OF SIGNS _____ X \$ 50.00 PER SIGN = _____			
All electrical permits are issued by Washington State Department of Labor & Industries. Ph.: (509)886-6500 Location: 519 Grant Rd, E. Wenatchee, WA Mon-Fri 8am – 5pm			
By signing below, I certify that the information provided with this application herein is true and accurate. I further certify that any and all work performed shall be done in accordance with the ordinances and laws of the City of Wenatchee.			
Pursuant to WCC, Section 10.50.030(3), Applicant shall certify, in applying for a sign, that applicant has ownership or control of the subject property, which representation, if false, shall constitute a violation of this title subject to WCC 10.04.050, Administration and Enforcement.			
_____ Applicant Signature			
_____ Print Name			

PERMIT APPLICATIONS ARE ACCEPTED MONDAY - FRIDAY FROM 8:00 AM TO 4:30 PM.
 FEES ARE COLLECTED AT THE TIME OF PERMIT SUBMITTAL.