



# Sign and Awning Permit Application

**BA-03**  
APPLICATION

**Community Development Department**  
501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) permits@ci.ellensburg.wa.us

PROJECT LOCATION:	
Site Address:	
Business Name:	
Parcel Number:	_____

OFFICIAL USE ONLY:	
Staff Person:	
Date Applied:	
PERMIT #:	

PROJECT INFORMATION:				
Description of Work:				
Total New Sign(s):		Total Existing Sign(s):		Final Total Number of Signs On Site:

PROPERTY OWNER:				
Name:		Day Phone:		
Mailing Address:				
E-mail:		Cell Phone:		
<b>*APPLICANT:</b>	<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Tenant	<input type="checkbox"/> Other _____
Name:		Day Phone:		
Mailing Address:				
E-mail:		Cell Phone:		

CONTRACTOR:				
Contact:		Day Phone:		
Mailing Address:				
E-mail:		Cell Phone:		
Contractor License No:		Expiration Date:		
Ellensburg Business License No:		Expiration Date:		

The RCW 19.28 requires all individuals or entities (other than the property owner) engaged in the business of installation of electrical wiring to have a valid WA State Electrical Contractors license. All electrical permits are issued by Washington State Department of Labor & Industries (L&I). Please call L&I at (509) 454-3700, Monday-Friday, 8am to 5pm. Office address is; 15 W Yakima Ave, Suite 100, Yakima, WA 98902-3480.

PERSON PERFORMING THE WORK:	
<input type="checkbox"/>	I am currently registered and properly licensed as a <b>CONTRACTOR</b> or <b>SPECIALITY CONTRACTOR</b> as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit; or
<input type="checkbox"/>	I am an <b>AUTHORIZED AGENT</b> of the property owner and all work will be done by a properly licensed contractor or a specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit; or:
<input type="checkbox"/>	I am <b>EXEMPT</b> from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialty contractors in connection with the work to be performed under the permit applied herein.
For information about Contractor Licensing and Registration Requirements, please contact the Washington State Department of Labor & Industries at 1-800-647-0982 (or) <a href="http://www.lni.wa.gov">www.lni.wa.gov</a> (or) <a href="http://www.lni.wa.gov/TradesLicensing/Contractors/HireCon/">www.lni.wa.gov/TradesLicensing/Contractors/HireCon/</a> .	

**SIGN TYPES:** (Pole, Wall, Projecting, Monument, Roof, Awning, Painted Wall Sign)

SIGN #1		SIGN #2		SIGN #3	
Sign Illumination	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sign Illumination	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sign Illumination	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Sign (see above)		Type of Sign (see above)		Type of Sign (see above)	
Total Sign Sq/ft Area		Total Sign Sq/ft Area		Total Sign Sq/ft Area	
Total height above grade		Total height above grade		Total height above grade	
Height Sign Face		Height Sign Face		Height Sign Face	
Width Sign Face		Width Sign Face		Width Sign Face	
Extend over public property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Extend over public property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Extend over public property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how many feet extension?		If Yes, how many feet extension?		If Yes, how many feet extension?	

**PROJECTING SIGNS: Complete The Following Section**

Whenever a sign projects over or rests upon a public right-of-way, the owner of the sign shall file with the administrator a written agreement to save the city harmless of any damage or injuries sustained as a result of the construction, operation or maintenance of the sign. The owner of the sign shall also submit proof that he is protected by liability and property damage insurance in a sum of not less than \$25,000 for damage and \$50,000 for personal injury caused by the construction, operation, or maintenance of said signs.

Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Address: \_\_\_\_\_

**APPLICANT CERTIFICATION:**

\* I certify that I am the **owner** of the property described above (or) the owner(s) **authorized agent** and I have been given express permission by the owner(s) of the property to submit this application for permit and that I am authorized by the owner(s) of this property to perform the work for which the application is made and I comply with the requirements of the Washington State Contractors Act, per RCW 18.27. I certify that to the best of my knowledge, the information submitted in support of this permit application is true and correct. I certify that I will comply with all applicable City of Ellensburg, state and federal regulations and laws pertaining to the work authorized by the issuance of a permit. I understand that issuance of this permit does not remove the owner's responsibility for compliance with state or federal laws regulating construction, land use or environmental laws.

<b>Signature of Applicant:</b> Owner (or) Authorized Agent		Date:	
<b>Print Name:</b>			

Fees per sign (Non-Electric: \$35.00) (Electrical: \$50.00)

**TO BE COMPLETED BY STAFF:**

<b>Landmarks and Design Review Required (ECC3.12.200):</b> (CC/CCII or Landmark Register Properties)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>City Zoning Designation:</b>	
Landmark & Design Meeting Date: _____		L. D. C. Chair Signature: _____	