

## CITY OF DAYTON

111 S. 1<sup>st</sup> Street, Dayton, WA 99328  
(T) 509.382.2361 (F) 509.382.2539 (W) [www.daytonwa.com](http://www.daytonwa.com)

### SIGN PERMIT APPLICATION

Except for those signs which may be erected without obtaining a permit for design review and/or building code review, every person desiring to move, enlarge, substantially alter and/or erect a sign in the City of Dayton shall first obtain a sign permit and all other permits required for the desired structure in accordance with City ordinances. Please review the following checklist and complete the attached Sign Permit Application form. Return application and supplemental documents to **Dayton Planning Department, 111 S. 1<sup>st</sup> Street, Dayton, WA 99328**. If you have questions regarding the Sign Permit Application or any other zoning questions please call **(509) 540-6747** or e-mail [kscharer@daytonwa.com](mailto:kscharer@daytonwa.com).

1. Completed application with applicable information.
2. Consent of the owner, or the owner's agent, granting permission for the placement and/or maintenance of the proposed sign. Attach a separate sheet as necessary.
3. Copy of the sign contractor's Labor and Industries Registration Number.
4. A scaled rendering of the proposed signage, including the type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, how the sign is illuminated (if applicable) and a detailed explanation of the sign is to be mounted or erected.
5. Wall sign applications will indicate the width in linear feet of the wall or canopy on which the sign will be mounted, and the height above grade at which the sign will be mounted.
6. Application for ground signs shall include a separate site plan drawn to scale, including, but not limited to: Property lines, gross acreage of property, the proposed location of the subject sign, location of all existing signs, driveways accessed from a public street and/or street right of way, public or private easements, existing structures and gross area of structures.
7. Applications for signs requiring the installation of electrical components must obtain an electrical permit from the appropriate agency prior to issuance of a permit for sign installation.
8. The payment in full of the applicable fee(s).
9. Sign construction must secure required building permits for the installation and inspection of the new sign.

Note: Certain districts for certain sign types must include: 1) A separate agreement to indemnify and save and hold the City of Dayton harmless from all damages, demands or expenses of every character which in any manner be caused by the sign or sign structure; and, 2) Certificate of insurance liability for potential liability resulting from injury or damage caused by the sign or sign structure.

Once approved, Permit Pick-up will be from Columbia County Building Department at  
114 S. 2<sup>nd</sup> St., Dayton WA.

**CITY OF DAYTON - SIGN PERMIT APPLICATION**

Subject Property	
Address:	
Parcel No.	Lot Size:
Applicant Information	
Name:	
Contact Name:	
Address:	
Phone No.:	Fax:
Email:	
Property Owner's Information	
Owner's Name:	
Owner's Address:	
Phone No.:	Fax:
Email:	
Sign Information	
Sign Type(s): <input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Wall <input type="checkbox"/> Roof <input type="checkbox"/> Awning <input type="checkbox"/> Two-Sided <input type="checkbox"/> Sandwich Board <input type="checkbox"/> Directional <input type="checkbox"/> Other _____	
Height Point Above Grade:	
Colors & Material:	
Dimensions and Area (sf):	Lighting Type:
Set Back From Right of Way:	Width of Wall/Tenant Space (wall sign):
Content of Sign:	

Are there any other signs presently existing on the site? If yes, please provide detailed information of the existing signs including, but not limited to number, location, width and height of existing signs.

**Sign Contractor**

Company Name:

L&I Registration No.

Contact Name:

Address:

Phone No.:

Fax:

Email:

Will contractor install sign?

Property Owner's permission to install sign?

**Signatures**

I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the City of Dayton's Ordinances.

Applicant's Name(Print):

Applicant's Signature:

Date:

Property Owner's Name (Print):

Property Owner's Signature:

Date:

**Staff Only**

App. Received by:

Date:

Permit No.:

Zoning:

Historic Dist.:

Fee Received by:

Fee Total:

Receipt No.

**APPROVALS**

ZONING/PLANNING

APPROVAL: Y / N

By:

Date:

BUILDING CODE

APPROVAL: Y / N

By:

Date:

ISSUED Y / N

By:

Date:

FINAL INSPECTION

APPROVAL: Y / N

By:

Date: