



Sign Permits

BP-8

Department of Building and Planning

Installation of signs in Spokane County needs to conform to all structural and other requirements of the building codes, the Spokane County Zoning Ordinance, the State Environmental Policy Act, and any special zone change conditions in effect for the subject property. Restrictive covenants for that property are the responsibility of the owner.

When is a permit necessary?

Signs included in the plans for commercial projects are NOT reviewed in conjunction with the commercial plans/permits. Separate application, plan submittal and plan review is required for all signs. The following do not require a sign permit provided that these exemptions do not relieve you from the responsibility of complying with the provisions of the Zoning Code or any other law or ordinance regulating signage:

- The changing of the advertising copy or message on a lawfully erected sign, readerboard, or similar sign specifically designed for the replaceable copy.
- Painting, repainting, or normal maintenance unless a structural or electrical change is made.
- Temporary banners and temporary signs as permitted by the Spokane County Zoning Code.
- Real estate signs as permitted by the Spokane County Zoning Code.
- Incidental signs. A small nonelectric information sign four (4) square feet or less in area which pertains to goods, products, services, or facilities which are available on the premises where the sign occurs and intended primarily for the convenience of the public while on the premises.
- Political signs.
- Bench signs on county rights-of-way, provided approval has been granted for location by the Spokane County Division of Engineering & Roads.

Are there prohibited signs?

Yes. The Spokane County Zoning Code prohibits the following signs:

- Signs which by coloring, shape, wording or location resemble or conflict with traffic control signs or devices.
- Signs that create a safety hazard for pedestrian or vehicular traffic.
- Flashing signs.
- Portable signs exceeding nine (9) square feet.
- All portable reader boards.
- All portable electric signs.
- Signs attached to or placed on a vehicle or trailer parked on public or private property, provided that this provision shall not be construed as prohibiting the identification of a firm or its product on a vehicle operating during the normal course of business. Franchised buses and taxis are exempt from these provisions.
- Roof signs
- Video Boards.
- Billboards.

What information is necessary to complete the application?

Prior to submitting your application for a sign permit, you must have the following documents:

- 1. Parcel Number** - This number is on your property tax statement or may be obtained from the County Assessor.
- 2. Street Address**
- 3. Plot Plan** - Two copies on 8-1/2 x 11 inch paper to include the following information:

- Location and dimensions of all property lines.
- Location, dimensions and use of all existing and proposed buildings/structures on the site showing distances from property lines. Signs CANNOT overhang property lines.
- Location, name or number of all streets and alleys adjacent to the site.
- Location of on-site parking and driveways.
- Location of all signs on the property.
- Include size and height.

4. Building Elevations. For wall signs indicate the dimensions of the wall.

5. Construction Drawings - Two complete sets, including the name and address of the person who prepared them, drawn to scale. A licensed engineer's wet stamp and signature is required on each drawing for signs over 30 feet in height, or pole signs over 100 square feet in area regardless of height and flag signs over 10 feet in height. The engineering design should include reference to all connections to the pole or support structure, including bolting, welding and angle/ledger connections. Charts, tables, engineering calculations and methodology should be submitted if utilized and may be required for any sign.

- Foundation Plan:
 - Shape and dimensions of the footing and foundation wall.
 - Size and spacing of reinforcing.
 - Concrete strength
- Exterior Elevation:
 - Vertical and horizontal dimensions.
 - Description of structural members to include column sizes and thickness.
 - Description and dimensions of copy on the sign.
 - Details/engineering on method of anchoring sign face to pole (bolt size/spacing, weld specifications)
- Special inspection agency agreements, signed by the owner and special inspection agency completed for:
 - Concrete over 2500 PSI
 - Welding

– High strength bolting

How long will it take to process the permit?

Most sign permits can be processed the same day.

How much will the permit cost?

Fees for processing the permit, providing land use review and inspections for the project shall be charged at the rate specified in department fee schedules. Please refer to the current fee schedule or consult with department staff.

Will I need other permits or approvals in conjunction with my application?

- Each zone classification in Spokane County has different sign restrictions and the Division of Building & Planning will review for compliance with applicable requirements.
- No signs are allowed in the public rights-of-way. The Division of Engineering and Roads will review for clear view and location adjacent to the right-of-way.
- Some locations are subject to the Scenic Vistas Act. Contact the Washington State Department of Transportation.
- Electrical permits are obtained from the Washington State Department of Labor & Industries.

What inspections will be required?

- Footings prior to the placement of concrete.
- Special Inspections for concrete, bolting and welding.
- Final approval.

Other Brochures that may be helpful

- BP-4 *Permit Fee Schedule*
- BP-31 *Rules, Regulations and Red Tape*
- BP-33 *Commercial Site Plans*
- BP-39 *Addressing*
- BP-40 *Information Directory*

For more information or an appointment contact:

Spokane County Public Works
 Department of Building and Planning
 1026 W. Broadway Avenue
 Spokane, WA 99260-0050
 (509) 477-3675 bp@spokanecounty.org
<http://www.spokanecounty.org/bp>

Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation. For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the appropriate division or staff.