

## Sign Permit Application and Submittal Checklist

Project Location (address)	Permit Number (staff use only)
Applicant Name	Project Name (staff use only)
Applicant Mailing Address	Applicant Phone
	Applicant E-mail Address

I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for Town employees to enter the site to perform any necessary inspections.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

**Applicant Checklist for Sign Permits - (Please see RMC 25.09 for additional details)**

	Included?		
Yes	Yes	Need	N/A
<input type="checkbox"/> <b>Review Fee Deposit</b> (one half of estimated consultants cost or a minimum of \$250 as per the Ruston's Fee Resolution, due at the time of application submittal. Please attach a copy of proof of payment.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Copy of Town of Ruston Business License.</b> (All contractors performing work within the Town must have a Town business license.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Copy of Sign Installers Washington State Business License.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Site Plan.</b> A proposed site plan showing the location of the affected lot, building(s), and sign(s), showing both existing and proposed signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Sign Plan.</b> A scaled drawing of the proposed sign or sign revision including size, height, copy, structural footing details, material specifications, method of attachment, illumination, front and end views of marquees or projecting signs, calculation for dead load and wind pressure, photograph of site and building marked to show where sign or marquee is proposed, and any other information required to ensure compliance with appropriate laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Written Consent.</b> Written consent of the sign owner and the owner of the building, structure, or property where the sign is to be erected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Building Permit Application</b> (when applicable). Signs which include structural modification to existing structures, or which involve the construction of new support structures which are regulated by the International Building Code must also submit an application for a building permit as determined by the Building Official. Please submit this completed application along with all required materials to the Town Planner at <a href="mailto:robw@rustonwa.org">robw@rustonwa.org</a> , or to the Town Clerk at 5117 North Winnifred, Ruston, WA 98407.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

staff use only