



Development Services Department  
[permits@wallawalla.gov](mailto:permits@wallawalla.gov)  
 55 East Moore Street  
 Walla Walla, WA 99362  
 (509) 524-4710

## SIGN PERMIT APPLICATION

Right-of-Way permit is required if the installation of the sign will be performed from the public right-of-way  
Application fee for 1<sup>st</sup> sign: \$30.00, plus \$5 for each additional sign  
Permit fee will be collected upon approval

Site Address: \_\_\_\_\_ Parcel # \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

WA State Contractor's License (required): \_\_\_\_\_

Project value - cost of sign & installation: \$ \_\_\_\_\_

**\*\*ENGINEERING REQUIRED for all signs except wall signs which are less than 25lbs\*\***

**\*\*Third-party special inspection is required if epoxy or welding is used as a fastener\*\***

Required Documents: *Additional information may be required as determined by the Building Official*

- Foundation detail of freestanding signs & structural details for **all** signs
- Cross section showing attachment method (bolts, lags, etc) including fastener size, spacing & quantity
- Color rendering of proposed sign including elevations with sign dimensions
- Site plan showing the location of pole, monument, or freestanding signs

Sign Type	Illuminate Type	Weight	Height above grade	Projection over public ROW	Sq Ft of Sign

Sign type examples: Projecting, Wall, Pole, Freestanding, Temporary, Portable, On/Off Premise, Special District, Nameplate, Roof, Freeway.

I certify, by checking this box and printing or typing my name below, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit. I understand that this application is not deemed filed until application fees are paid.

Date: \_\_\_\_\_

Printed Name of  Business Owner,  Owner's Authorized Agent, OR  Contractor