



City of Airway Heights  
 1208 S. Lundstrom Street  
 Airway Heights, WA 99001  
 Phone (509) 244-5514  
 Fax (509) 413-1382  
 www.cawh.org

**(STAFF USE ONLY)**

PERMIT NUMBER: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_

CITY BUSINESS LICENSE #: \_\_\_\_\_

## Sign Permit Supplemental Information Form

(Submit this form with a completed Commercial Building Permit Application)

**PROJECT NAME:** \_\_\_\_\_

### TYPE OF SIGN

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Off Premise Sign     | <input type="checkbox"/> Bulletin Board          | <input type="checkbox"/> Awning Sign  |
| <input type="checkbox"/> Monument Sign        | <input type="checkbox"/> A-Frame/Sandwich        | <input type="checkbox"/> Aerial Sign  |
| <input type="checkbox"/> Wall Sign            | <input type="checkbox"/> Projecting/Hanging Sign | <input type="checkbox"/> Bus Bench    |
| <input type="checkbox"/> Subdivision/MHP Sign | <input type="checkbox"/> Electronic Reader board | <input type="checkbox"/> Other: _____ |

### SUBMIT WITH APPLICATION

**A detailed site plan must be submitted with sign permit application. Site plan must include:**

- Location of all signs on adjacent properties if an off-premise sign.
- Location of any public rights-of-way adjacent to the proposed sign.
- Location of sign in relation to SR-2 right-of-way, if property is adjacent to.
- If a pole sign, plans must be prepared by a licensed engineer. (Some exceptions may apply, Contact Building Department at 509.244.5514 for more information.)
- If an attached sign, plans must show location where and include attachment details.
- Location of all openings which allow light, ventilation, or emergency access in close proximity to attached sign.

### DESCRIPTION OF SIGN

Description of Proposed Sign (copy type, color, etc.):

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### SIGN AREA

*The entire area of a sign on which copy is to be placed. The structure supporting the sign is not included in determining the area of the sign, unless the structure is designed in a way to form an integral background for the display. Sign area shall be calculated by measuring the perimeter enclosing the extreme limits of the Module or background containing the advertising message, copy, graphic symbol, or nonstructural trim.*

Total Sign Area: \_\_\_\_\_ Sq. Ft.                      Total Sign Height: \_\_\_\_\_ Ft.

Will the sign be illuminated?    Yes    No   Method of Illumination: \_\_\_\_\_

Will landscaping be placed around the sign?    Yes    No   Landscaping identified on the site plan?    Yes    No

**Signature:** \_\_\_\_\_

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