



**COMMERCIAL SIGN  
BUILDING PERMIT APPLICATION**  
510-B Pioneer Street/PO Box 608  
Ridgefield, WA 98642  
Tel: (360)887-3908  
Fax: (360)887-2507  
[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

OFFICE USE ONLY

PERMIT NUMBER

**CONTACT INFORMATION**

**PROPERTY OWNER:**

Check box if primary contact

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

(Original signature or a letter of authorization from the owner required)

**APPLICANT:**

Check box if primary contact

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

(Original signature required)

**CONTRACTOR:**

Check box if primary contact

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

City of Ridgefield Business License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

(Original signature required)

**PROPERTY INFORMATION (REQUIRED)**

Site Address: \_\_\_\_\_

Name of Business or Development: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Sign Details:

Type: \_\_\_\_\_ Dimensions: \_\_\_\_\_ SF: \_\_\_\_\_

Value of Proposed Work \$ \_\_\_\_\_

**SUBMITTAL CHECKLIST****APPLICATION REQUIREMENTS:**

- 1. SIGN PERMIT APPLICATION:** Completed Sign Permit Application
- 2. SITE PLAN:** A site plan that contains a graphic scale and shows property lines and dimensions; building footprints and dimensions; roads, driveways, parking lots; existing signs to be removed; existing signs to be retained; and location and orientation of proposed sign(s).
- 3. BUILDING ELEVATIONS:** Plans that show the building facade showing location, sign dimensions, method of attachment, type of illumination (if any), and advertising verbiage.
- 4. FRONT AND SIDE ELEVATIONS:** Plans of front and side elevations for any free-standing signs that show support detail, sign dimensions, type of illumination (if any) and advertising verbiage.
- 5. STRUCTURE CALCULATIONS**
- 6. NARRATIVE:** A narrative that describes the proposed project and addresses criteria in RDC 18.710 relevant to sign type.

  

- FEES: Plan check fees must be paid prior to review via permit portal or check made payable to City of Ridgefield.**

*By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold harmless the City as to any claim (including costs, expenses and attorney's fees incurred in investigation of such claim) which may be made by any person, including the undersigned, an filed against the City, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. The building official may, in writing, suspend or revoke a permit issued under the provisions of this code whenever a permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.*

Signature of Owner/Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_  
(Original signature required)