WALL SIGN PERMIT CHECKLIST

All Fees Due at Submittal

- **Complete Building Permit Application:**

- **Detailed Sign Drawings (1 legible copy):**
  - Design
  - Dimensions; height, width, depth, projection
  - Method of lighting (if applicable)
  - Method of attachment
  - Show placement of any existing signs to remain
  - Elevations to show height and length of wall area with sign placement

- **Public and Quasi-Public Uses in Residential Zoning Districts: Public and Quasi-Public Uses located in any Residential zoning district shall be allowed the following signs:**

  - One wall sign per street facing building façade that does not exceed 50 square feet in size. Each school facility is permitted one electronic message center that can either be incorporated into an allowed freestanding or wall-mounted sign.

All items listed above are required prior to submittal. Incomplete applications will not be accepted.

BLD-20___-_____ $_____

WALL SIGN PERMIT APPLICATION

Property Address _____Suite_____

Business Name _____

Parcel ID #_____ Zoning_____

Property Owner _____

Mailing address _____City _____State _____ Zip _____

Business phone _____ home phone _____ e-mail_____

Applicant name/Contact name _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ home phone _____ e-mail _____

General Contractor _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____home phone_____e-mail_____

City of Kennewick Business License #_____Expiration Date_____

WA State Contractors License#_____Expiration Date_____

PROJECT INFORMATION

☐ New ☐ Replace existing Valuation $_____

Sign #1	Sign #2	Sign #3	Sign #4
Internal Illumination ☐ Yes ☐ No	Internal Illumination ☐ Yes ☐ No	Internal Illumination ☐ Yes ☐ No	Internal Illumination ☐ Yes ☐ No
Type of Sign	Type of Sign	Type of Sign	Type of Sign
Sign Height (ft)	Sign Height (ft)	Sign Height (ft)	Sign Height (ft)
Sign Width (ft)	Sign Width (ft)	Sign Width (ft)	Sign Width (ft)
Sign Square Feet	Sign Square Feet	Sign Square Feet	Sign Square Feet
Wall Area	Wall Area	Wall Area	Wall Area

Number of existing signs on building to remain: _____

It is the responsibility of the applicant to provide all necessary information required for review. Please verify that all sections applicable to the proposed project have been completed in order to prevent any delay in plan review.

_____

Applicant Signature

Date Received Stamp

Applicant Procedures for On-line Application for
Stand Alone Civil Permits/Stand Alone Land Use Permits,
Commercial Alteration or Tenant Improvements Permits (where no land use permit is required)
Sign Permits

STEP 1 - CUSTOMER NUMBER, APPLICATIONS AND CHECKLISTS

Most On-line applications require payment with a **credit or debit card** at the time of application. You must be a registered user to apply. If you do not already have a customer number you must contact the Building/Planning Dept to receive your customer number. Call 509-585-4280; or email permit-documents@ci.kennewick.wa.us.

Review the attached application checklists and Development Plan Set Intake Packet Requirements and have **all** required documents ready to submit in **PDF format** before you apply.

STEP 2 - PREPARE FOR APPLICATION

Permit Applications and Documents Required:

Prepare your documents to a standard scale (example 1" = 20 ft.) in PDF format no smaller than 11" x 17", prior to applying online (See the application checklists for each permit type available online). All required documents must be uploaded within 24 hours of applying or your application will be canceled in our system and you will be required to reapply.

STEP 3 - APPLY FOR PERMITS

Go to www.go2kennewick.com; click on **City Services**; click on **Online Permitting**; click on **Registered User** or **New User** (*If new user you must set up an e-user account. Be sure to write down your EDEN user name and password for future access*). Once e-user registered you will be asked for your customer number. Enter the customer number you were given in STEP 1 and you will be logged on to Permits.

Click on **Apply for a permit**: **Select the Permit Type** from the drop down list; Add the P**ermit Description** as shown on your paper application which has been filled out per STEP 1 above in the line labeled **Proposal Requested**; Select permit location by **Address** or **Parcel number** button;

- If by **address** enter the House or building address numbers into the first box and the zip code into the second box; click the **search box**; click on the **Search for an Address** dropdown **arrow** and pick the correct address from the list, it will then be automatically entered into the **Permit Address Lines** below.
- If by **parcel number** enter the parcel number into the **Parcel APN#** box; click the **search** box; click on the **Search for a Parcel** dropdown arrow and pick the correct parcel from the list, it will then be automatically entered into the Permit Address Lines below.

Click on **Next Step**; Enter the requested information in the boxes (***boxes with asterisk (*) are required***); Click on **Next Step**;

Review the information provided and if correct Click on **Pay Fees; Land Use Permits** will require payment of the full **Application Fee; Building Permits will require payment of the Plan Review Fee and Civil permits do not have a fee due at this time.**

Once payment has been made the system will create a permit number for you. ***Copy the (XXX-20XX-XXXXX) Permit Number*** as you will need this number to upload your documents.

STEP 4 - UPLOAD DOCUMENTS

You will receive an email with a document upload pathway after applying for your permit(s) in STEP 3.

You will be required to complete all fields with a red asterisk (*) on the upload form. The **Permit Number,** when entered, determines the required document types to be uploaded.

Upload Instructions

- Click on the link near the bottom of the page within the auto generated application email you received . This link will take you to the upload documents form page.
- Enter the Permit Number. For example PLN-2018- the last digits will be unique to your application. Move to the next box.
- Enter your EDEN user name (as registered in **STEP 4**); hit TAB on keyboard which will auto populate some of the required fields.
- For Planning (PLN) Building (BLD) Civil (DPW) pick the **Type of Permit** from the dropdown list. The document types for uploading will be listed at the bottom of the form once you have picked the type of permit from the drop down.
- The documents types will populate at the bottom of the form with an **Attach** button.

- Click on the **Attach** (type of document) button and you will be prompted to your computer files to choose the appropriate files to upload. Once the file is chosen click open and the file will upload. Make sure you have uploaded each required document type (*). When all document types have been uploaded for the permit you are working with you will have to check the "I am not a robot" box and you will be prompted to respond.
- When finished click on **Submit**. You will receive an email thanking you for submitting your plans.
- To continue with an additional permit click on the provided pathway again to open a new form. Repeat **STEP 4 and 5** for each of the required permit types included in your project.
- The application and associated documents will be reviewed within 2 business days to determine if the application can be accepted as counter ready. An email will be sent to your registered user email address notifying you of acceptance or rejection of your documents.
- **Accepted documents** will require no further action at this time.
- **Rejected documents** will be entirely deleted from our system and a new upload link will be emailed to your registered email address with details of missing and/or incomplete documents. Review the reasons and correct documents accordingly. Click on the provided link to resubmit.