

CITY OF NEWPORT

200 S. Newport, WA 99156, Phone: (509) 447-5611, Email: Accounting@newport-wa.org

SIGN PERMIT APPLICATION PROCEDURES

STEP #1

Planning & Zoning Requirements:

1. A copy of your recorded warranty deed, or lease agreement showing your name and legal description included with your application.
2. Compliance with (a) Zoning and (b) Subdivision, zoning can be found under Chapter 17.02 of our municipal code.
3. Complete the plot plan as directed on the form provided. Show all setbacks from structure to property lines. (A survey may be required to verify setbacks).
4. Commercial and Industrial projects must have a site plan approval.

STEP #2

Building & Safety Requirements:

1. Make sure all non-shaded areas on the application are complete and provide clear directions to the building site.
2. After reading the notice at the bottom of the page, please print your name legibly, sign your name, and date the application.
3. Contractors must have a License number and active City business license. Contractors report local tax to the City of Newport using Code: 2605.
4. Two complete sets of construction plans are required for your project. All plans must be drawn to scale showing the following information:
 - Elevations of all sides of the structure.
 - Footing and foundation details (**show sizes and rebar schedules**).
 - Complete framing details showing all structural components.
 - Dimensions must be clearly indicated on the plans.
 - Drawing or Image of the sign
 - Free-standing and pole signs must be stamped by a Washington Licensed Architecture Engineer.
 - NOTE: One set of the approved plans will be stamped by our department and **MUST remain on the job site at all times.**
5. Your application will be reviewed for compliance with Local, State, and Federal Codes. (Corrections may need to be completed prior to final approval).
6. An Energizing Permit allowing connection of electricity to the building will be issued after a completed building permit is filed with the City.
7. All Applications must be filled out, signed, and submitted with required approvals and information to the City of Newport.

******INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED******

STEP#4

STATE REQUIREMENTS:

1. A State Electrical permit may be required.
2. For more information contact the Washington Department of Labor & Industries: (509) 324-2600 to purchase permit online visit: www.lni.wa.gov (trades & licensing, electrical, permit fees & inspections).

Phone (509) 447-5611

City of Newport, 200 S. Washington Ave, Newport, WA 99156

Phone (208) 263-4160

James A. Sewell & Associates, LLC, 1319 N. Division Ave., Sandpoint, ID 83864

BUILDING PERMIT AND SIGN APPLICATION

JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTIONS FOR: CITY OF _____, WA

LEGAL DISCRPTION: Subdivision Name: _____ Block _____ Lot _____ Section _____, Township _____, Range _____,					BUILDING PERMIT #			
Site Address _____ (Number) (Street Name)								
OWNER / LEASOR		MAILING ADDRESS		PHONE		EMAIL ADDRESS		
LEASEE		MAILING ADDRESS		PHONE		EMAIL ADDRESS		
CONTRACTOR		MAILING ADDRESS		PHONE		LICENSE #		
CLASS OF WORK (Check one)		New []	Addition []	Remodel []	Change of Use []	Sign []	Other []	
Describe Work / Use:								
Directions to Site:								
SHADED AREA FOR OFFICE USE ONLY:								
Type of Const:		Occup. Group:	Division:	# of Units:		FEES		
# of Stories:		Max Occupancy Load:	Fire Sprinklers Required?	Yes []	No []	Permit Fee:		
SQUARE FOOTAGE:		1st FLOOR:	2nd FLOOR:	BASEMENT:		Plan Check Fee:		
GARAGE:		OTHER SQ. FT:	SQUARE FOOT TOTAL:				Other Fees:	
CONDITIONS:						City Water Hook Up Fee:		
						City Sewer Hook Up Fee:		
						TOTAL:		
						VALUATION OF WORK:		
NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IN NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED UNLESS PRIOR APPROVAL OF THE BUILDING DEPARTMENT. HOWEVER, A PERMIT IS VALID AS LONG AS WORK IS CONTINUED.						Parcel #:		
I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPILED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OF LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCES OF CONSTRUCTION.						Zone District:		
I HEREBY GRANT PERMISSION TO THE CITY AND ITS REPRESENTATIVES TO ENTER THE SUBJECTS LAND TO CONDUCT INSPECTIONS RELATIVE TO THIS APPLICATION.								
Name of Owner or Authorized Agent _____						APPROVALS		
Signature of Owner or Authorized Agent _____ (Date)						AGENCY: BY: / DATE:		
						City Approval:		
						Other (Specify):		
Application Received By: / Date:		Plans Checked By: / Date:		Approved to Issue By: / Date:				

VALUATION OF PROPOSED PROJECT

**For other than new construction, i.e., remodels, signs,
change of use, roof over modular homes and additions.**

Applicant Name: _____

Project: _____

Applicant Telephone No.: _____

To Whom It May Concern:

The project valuation for the proposed project listed above is \$ _____.
(For value of actual work being done.)

Sincerely,

Applicant Signature

Date