



Commercial Permit Submittal Checklist Freestanding Signs & Wall Signs

You may apply for a building permit online at [Customer Self Service](#). Once you have registered for a username and password, log in and select Apply, then select the type of permit for which you are applying and follow the prompts. If you need assistance, please contact us at (509) 585-4266.

Each document or document set listed below must be separated into its own PDF file.

Detailed Sign Drawings 1 pdf copy (legible)

- 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 with sign placement
- Structural calculations including engineered footing detail or sign calculator detail

Information needed before applying online:

- Name of business for which sign is being installed
- Valuation of work being done
- Site plan (to scale) with the following:
 - Distance from the sign to the property line, setbacks from back of curb and sidewalk
 - Parking, buildings, and sign location
 - Sight triangle

Sign fees must be paid before review begins.

Contractors are required to provide the following:

- City of Kennewick Business License # (UBI) & Expiration Date
- WA State Contractor's License # (L & I) & Expiration Date

Note: This checklist is not a substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document. Building Official may require additional documentation as needed.