

City of Portland, Oregon - Bureau of Development Services



1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds

| Sign Permit Application | Permit number | |
|---|---|--|
| FOR INTAKE, STAFF USE ONLY | | |
| Application date | Other inspections | |
| Issued date | Map zoneApplicable zone | |
| Approved by | Overlay zone | |
| Structural engineer's approval | Plan / historic district | |
| APPLICANT: Complete all sections below that apply | | |
| Installation address | Property tax account # | |
| Business name | | |
| Legal owner of sign | | |
| Address of sign owner | | |
| Property owner name | | |
| Address | | |
| Sign contractor nameConstruction contractors board # | | |
| Address | | |
| Day PhoneFAX | email | |
| For electric signs | | |
| Electrician's name | Electrician's license # | |
| Which of the following best describes the proposed work | ·? | |
| ☐ New sign | ☐ New awning | |
| ☐ Alteration to existing sign | Addition to existing awning | |
| Addition to an existing sign, size increased by | % Addition of a sign to existing awning | |
| Type of sign, check all that apply | | |
| ☐ Freestanding ☐ Monument | Projecting | |
| ☐ Sign on awning ☐ Fascia sign, ove | 400 lbs. | |
| ☐ Painted wall/adhered ☐ Pitched roof | ☐ Sign on marquee | |
| ☐ Other | Sign attached to canopy | |
| Proposed sign dimensions | | |
| width of sign face height of sign face overall | sign height depth of fascia sign total area of sign | |
| ft. ft. | ft. in. sq. ft. | |
| [Y] [N] Do you have permission of the property owner to | erect this sign? | |
| [Y] [N] Changing image features? If yes, area of change | gesq.ft. [Y] [N] Illuminated? | |
| [Y] [N] Complete listing of existing signs attached. R | equired, a complete listing including type and size area. | |
| [Y] [N] Site plan attached. If a site plan is required it mu requirements see the Sign Permit Program Guide | | |
| Applicant's signature | | |
| Applicant's name, printed | | |

All signs and awnings are required to be compliant with City Code Title 32

Provide elevation drawing of the sign on a separate sheet, include:

- 1. All details and dimensions of the sign.
- 2. Type of material and all dimensions of supports and footiings.
- 3. Clearance above ground.
- 4. Distance of any projection over the right-of-way.
- 5. If the sign will be attached to a building, show the building roof line for the wall on which the sign will be mounted.
- 6. Type of lighting.

| Illuminated, electric signs | | Non-illuminated signs | |
|---|-------|--|-------|
| Fascia, free standing or projecting signs with direct, neon internal or changing image lighting | | Fascia, freestanding or projecting signs without any lighting or other electrical components | |
| Up to 20 sq. ft. | \$205 | Up to 20 sq. ft. | \$157 |
| Over 20 and up to 40 sq. ft. | \$253 | Over 20 and up to 40 sq. ft. | \$215 |
| Over 40 and up to 60 sq. ft. | \$293 | Over 40 and up to 60 sq. ft. | \$253 |
| Over 60 and up to 80 sq. ft. | \$321 | Over 60 and up to 80 sq. ft. | \$264 |
| Over 80 and up to 100 sq. ft | \$351 | Over 80 and up to 100 sq. ft. | \$273 |
| Over 100 and up to 120 sq. ft. | \$391 | Over 100 and up to 120 sq. ft | \$293 |
| Over 120 and up to 140 sq. ft. | \$410 | Over 120 and up to 140 sq. ft. | \$303 |
| Over 140 and up to 160 sq. ft. | \$429 | Over 140 and up to 160 sq. ft. | \$321 |
| Over 160 and up to 180 sq. ft. | \$450 | Over 160 and up to 180 sq. ft. | \$351 |
| Over 180 sq. ft. | \$468 | Over 180 sq. ft. | \$372 |

| Wall painted or adhered signs | \$1.01 per square foot (minimum fee - \$33.) | |
|---|--|--|
| Awnings without signs | \$8.69 per linear foot of awning | |
| Sign and awning combinations | Awning fee plus \$1.46 per square foot of sign area | |
| Sign added to an existing awning | Same fee as required for non-illuminated sign, above | |
| Structural Plan Review Fee - Required for all wall fascia signs over 400 lbs. and all projecting signs, freestanding and monument signs over 6 feet in height, all pitched roof signs and all awnings. | 65% of the permit fee. (If the addition to an existing sign is less than 10% of the area of the existing sign, this fee is not charged.) | |
| Additional Plan Review - For changes, additions or revisions to approved plans for review of proposed pre-approved structural designs | \$71 minimum for 30 minutes or less \$142 for per hour or fraction there of for any part of an hour over 30 minutes | |
| Investigation fee - for commencement of work before obtaining a permit | Equal to the permit fee | |
| Inspections outside of normal business hours | \$194 per hour or fraction of an hour | |
| Structural alteration to existing sign | Same fee as for new sign | |
| Renewal of expired permit | 50% of original permit fee | |
| Re-inspection fee | \$97 per inspection | |
| Early Assistance for Sign Permits | Early Assistance sign code meeting - \$73 Fee for each additional staff in attendance - \$86 | |

Information is subject to change.