



# 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 zone \_\_\_\_\_ Applicable zone \_\_\_\_\_  
 Approved by \_\_\_\_\_ Overlay zone \_\_\_\_\_  
 Structural engineer's approval \_\_\_\_\_ Plan / historic district \_\_\_\_\_

### APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Installation address \_\_\_\_\_ Property tax account # \_\_\_\_\_

Business name \_\_\_\_\_

Legal owner of sign \_\_\_\_\_

Address of sign owner \_\_\_\_\_

Property owner name \_\_\_\_\_

Address \_\_\_\_\_

Sign contractor name \_\_\_\_\_ Construction contractors board # \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

#### For electric signs

Electrician's name \_\_\_\_\_ Electrician's license # \_\_\_\_\_

#### Which of the following best describes the proposed work?

- New sign
- Alteration to existing sign
- Addition to an existing sign, size increased by \_\_\_\_\_%
- New awning
- Addition to existing awning
- Addition of a sign to existing awning

#### Type of sign, check all that apply

- Freestanding
- Sign on awning
- Painted wall/adhered
- Other \_\_\_\_\_
- Monument
- Fascia sign, over 400 lbs.
- Pitched roof
- Projecting
- Fascia sign 400 lbs. or less
- Sign on marquee
- 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 \_\_\_\_\_ sq.ft. [Y] [N] **Illuminated?**

[Y] [N] **Complete listing of existing signs attached. Required,** a complete listing including type and size area.

[Y] [N] **Site plan attached.** If a site plan is required it must show size and location of existing signs, for site plan requirements see the Sign Permit Program Guide.

Applicant's signature \_\_\_\_\_

Applicant's name, printed \_\_\_\_\_ Applicants phone # \_\_\_\_\_

# 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 footings.
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.

<b>Illuminated, electric signs</b>		<b>Non-illuminated signs</b>	
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

<b>Wall painted or adhered signs</b>	\$1.01 per square foot (minimum fee - \$33.)
<b>Awnings without signs</b>	\$8.69 per linear foot of awning
<b>Sign and awning combinations</b>	Awning fee plus \$1.46 per square foot of sign area
<b>Sign added to an existing awning</b>	Same fee as required for non-illuminated sign, above
<b>Structural Plan Review Fee</b> - 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.)
<b>Additional Plan Review</b> - 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
<b>Investigation fee</b> - for commencement of work before obtaining a permit	Equal to the permit fee
<b>Inspections outside of normal business hours</b>	\$194 per hour or fraction of an hour
<b>Structural alteration to existing sign</b>	Same fee as for new sign
<b>Renewal of expired permit</b>	50% of original permit fee
<b>Re-inspection fee</b>	\$97 per inspection
<b>Early Assistance for Sign Permits</b>	Early Assistance sign code meeting - \$73 Fee for each additional staff in attendance - \$86

Information is subject to change.