



# City of Portland, Oregon - Bureau of Development Services

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



## Portable / A-Board Sign Registration

Permit number \_\_\_\_\_

### FOR INTAKE, STAFF USE ONLY

Application date \_\_\_\_\_ Approved by \_\_\_\_\_  
Issued date \_\_\_\_\_ Zone \_\_\_\_\_

**Use a separate form for each individual sign. Complete all sections below and please print legibly.**

Portable sign location address \_\_\_\_\_

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

Business owner's name \_\_\_\_\_

Business mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ e-mail \_\_\_\_\_

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

Owners mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ e-mail \_\_\_\_\_

### Registration Fees (check one)

\$70 per sign for 1 yr  \$127 per sign for 2 yrs  \$228 per sign for 4 yrs  \$702 per sign one time fee (non-transferrable)

[Y] [N] Do you have permission of the property owner (where the sign is located) to register this sign?

### Sign placement (check one)

- The sign will be located in the public right-of-way (public sidewalk or planting/parking strip). There must be 6 feet of sidewalk clearance for pedestrians. Signs can only be placed on the right-of-way adjacent to the property where the sign is registered. Signs cannot be placed across the street or on a neighboring property.
- The sign will be located only on private property.

### Sign dimensions (enter dimensions in boxes to the left of item)

	Height of sign: maximum 3 <sup>1</sup> / <sub>2</sub> ft. (42") from ground to top of sign when displayed
	Width of sign: 2 <sup>1</sup> / <sub>2</sub> ft. (30") maximum if in right-of-way
	Area of sign face: 8 sq. ft. maximum if in right-of-way (height times width)
	12 sq. ft. maximum if on private property

### Allowed number of portable / A-board signs is equal to (select one and enter number in box):

	The number of pedestrian entrances to the entire building(s) on the same site, not just your space
	If the primary use of the property is a parking lot or garage, the number of vehicle entrances to the site

OR

Check box if being used for a Vending Cart

**Payment** may be mailed to Bureau of Development Services, 1900 SW 4th Avenue, Suite 5000, Portland, OR 97201, or may be made in the Development Services Center on the first floor. Make checks payable to the City of Portland.

For sign information call **503-823-2633**. Please check our website at [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds) for current DSC hours.

*Information is subject to change.*