

City of Portland, Oregon - Bureau of Development Services



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

Application date Approved by	Portable / A-Board Sign Registration	Permit number
Issued dateZone	FOR INTAKE, STAFF USE ONLY	
Use a separate form for each individual sign. Complete all sections below and please print legibly. Portable sign location address Business name Business mailing address City State Zip code Day Phone FAX e-mail Owners mailing address City State Zip code E-mail Oay Phone FAX e-mail	Application date Approv	ved by
Portable sign location address	Issued dateZone_	
Business name	Use a separate form for each individual sign. Complete all	sections below and please print legibly.
Business owner's name	Portable sign location address	
Business mailing address CityStateZip code Day PhoneFAXe-mail Property owner name	Business name	
State Zip code	Business owner's name	
Property owner name Owners mailing address City State Day Phone FAX e-mail Registration Fees (check one) \$\text{\$127 per sign for 2 yrs}\$ \$\text{\$228 per sign for 4 yrs}\$ \$\$\$\$\$\$\$\$\$\$ \$	Business mailing address	
Property owner name Owners mailing address City State Zip code Day Phone FAX e-mail Registration Fees (check one) \$\text{\$127 per sign for 2 yrs}\$ \$\text{\$228 per sign for 4 yrs}\$ \$	CityState	Zip code
Property owner name Owners mailing address City State Zip code Day Phone FAX e-mail Registration Fees (check one) \$\text{\$127 per sign for 2 yrs}\$ \$\text{\$228 per sign for 4 yrs}\$ \$	Day PhoneFAX	e-mail
CityStateZip code Day PhoneFAXe-mail Registration Fees (check one) \$\text{\$\text{\$}\$ \$70 per sign for 1 yr } \text{\$\text{\$}\$ \$127 per sign for 2 yrs } \text{\$\text{\$}\$ \$228 per sign for 4 yrs } \text{\$\text{\$}\$ \$702 per sign one time fee (non-transferrable)}		
Pay Phone FAX e-mail	Owners mailing address	
Registration Fees (check one) 3	CityState	Zip code
□ \$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)		
	Registration Fees (check one)	
	□ \$70 per sign for 1 yr □ \$127 per sign for 2 yrs □ \$228 per sign for	r 4 yrs
[Y] [N] Do you have permission of the property owner (where the sign is located) to register this sign?	[Y] [N] Do you have permission of the property owner (where the	ne 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	☐ The sign will be located in the public right-of-way (public sidev	walk 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.		a neignboring 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 ¹ / ₂ ft. (42") from ground to top of sign when displayed		
Width of sign: 2 ¹ / ₂ 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):	Allowed number of portable / A-board signs is equal to (select o	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	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 for current DSC hours. *Information is subject to change.*