



# City of Portland, Oregon - Bureau of Development Services

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



## Temporary 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 applicable sections and please print legibly.

Sign location address \_\_\_\_\_

[Y] [N] Do you have permission of the property owner to register this sign?

Date of sign installation \_\_\_\_\_ Date sign to be removed \_\_\_\_\_

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

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

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

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

Applicant name (if different from property owner) \_\_\_\_\_

Applicants mailing address \_\_\_\_\_

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

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

Registration Fees, check one and then complete the referenced section, see reverse for limitations

<input type="checkbox"/> \$39 per month temporary banner (Complete A)	<input type="checkbox"/> \$78 per year temporary fascia sign (Complete C)
<input type="checkbox"/> \$39 one week temporary balloon (Complete B)	<input type="checkbox"/> \$78 per year temporary freestanding sign (Complete D)

### A - Temporary Banner

Number of banners currently at site: \_\_\_\_\_ Current banner dimensions: \_\_\_\_\_

Proposed banner dimensions: \_\_\_\_\_ Proposed banner total area: \_\_\_\_\_

Location on building where banner is to be mounted: \_\_\_\_\_

Attachment/mounting method: \_\_\_\_\_

### B - Temporary Balloon Signs

Proposed balloon height: \_\_\_\_\_ Balloon mounted on  rooftop  building  ground  Other

Anchoring or weighting method: \_\_\_\_\_

### C - Temporary Facia Signs

Size in square feet of proposed sign: \_\_\_\_\_ Location on building where sign is to be mounted: \_\_\_\_\_

[Y] [N] Are there additional temporary fascia signs installed on other walls?

### D - Temporary Freestanding Signs

Size in square feet of proposed sign: \_\_\_\_\_ Property location for sign (what street it faces) \_\_\_\_\_

[Y] [N] Are there additional temporary freestanding signs on this site?

If yes, what is total street frontage of this site? \_\_\_\_\_

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# Temporary Signs and Limitations

## Banners

Many, but not all, temporary banners must be registered. Temporary banners are only allowed in non-residential zones and on uses in residential zones such as churches and schools that can use the CN standards. On any site up to three banners, each less than 32 sq. feet can be hung, provided there is not more than one banner on any one wall. Banners may not be hung on roofs. For banners larger than 32 square feet, or a 4th banner on a building, or a 2nd banner on a wall, registration is required. Temporary banner registrations are limited to 6 months during any calendar year. The property/business owner can use those 6 months in any combination provided no more than one registered banner is displayed at a time. Permanent banners must comply with permanent sign standards and be permitted as a permanent sign.

## Temporary Balloon Signs

Temporary balloons are limited to being displayed for only one week in any calendar year. Only one balloon sign can be on any one site. Permanent balloon signs are prohibited.

## Temporary Fascia and Freestanding Sign

Temporary fascia and freestanding signs are not required to be registered for the first 360 days of display. These temporary signs can be displayed for a second year provided they are registered. After the registration period expires, these signs must be removed or approved as a permanent sign. Temporary fascia signs are limited to an area of 32 square feet and no more than one may be displayed on any building wall. Temporary fascia signs are also limited to an area of 32 square feet per sign face, but may have two faces as much as 90 degrees from each other (back to back). Only one temporary freestanding sign is allowed per site for every 300 feet of arterial frontage.

**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 503-823-0631.

Information is subject to change..