



City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | www.portland.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)

\$95 per sign for 1 yr \$169 per sign for 2 yrs \$304 per sign for 4 yrs

[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 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):

 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. Make checks payable to the City of Portland. The DSC is closed to walk-in traffic and is accessible only by appointment. Visit our Development Services Center page (www.portland.gov/bds/development-services-center-0) for more information. For sign information call 503-823-7363.

Information is subject to change.