

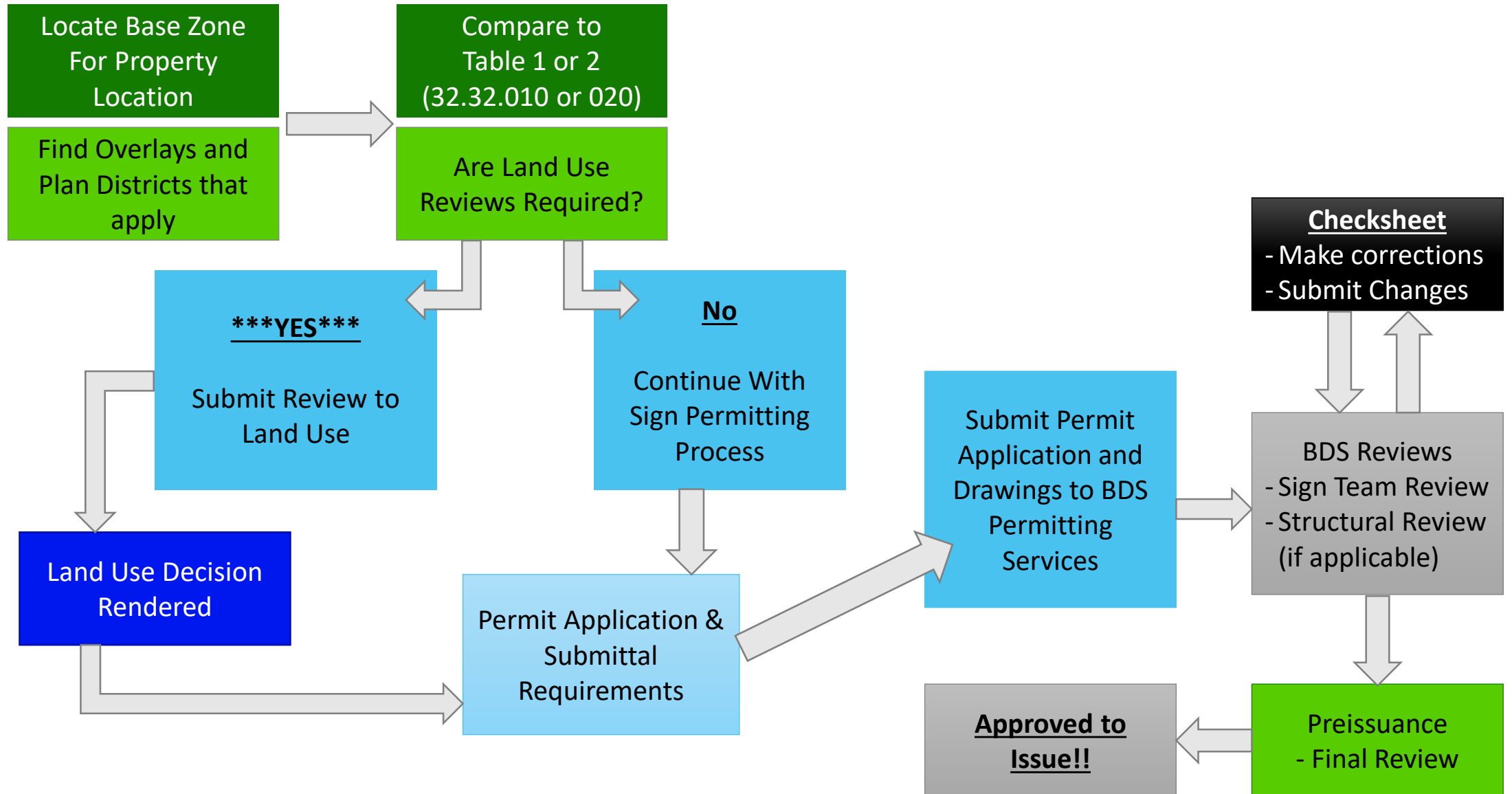


**Bureau of
Development
Services** FROM CONCEPT
TO CONSTRUCTION

Sign Submittal Requirements

and the FAQs you need answers to

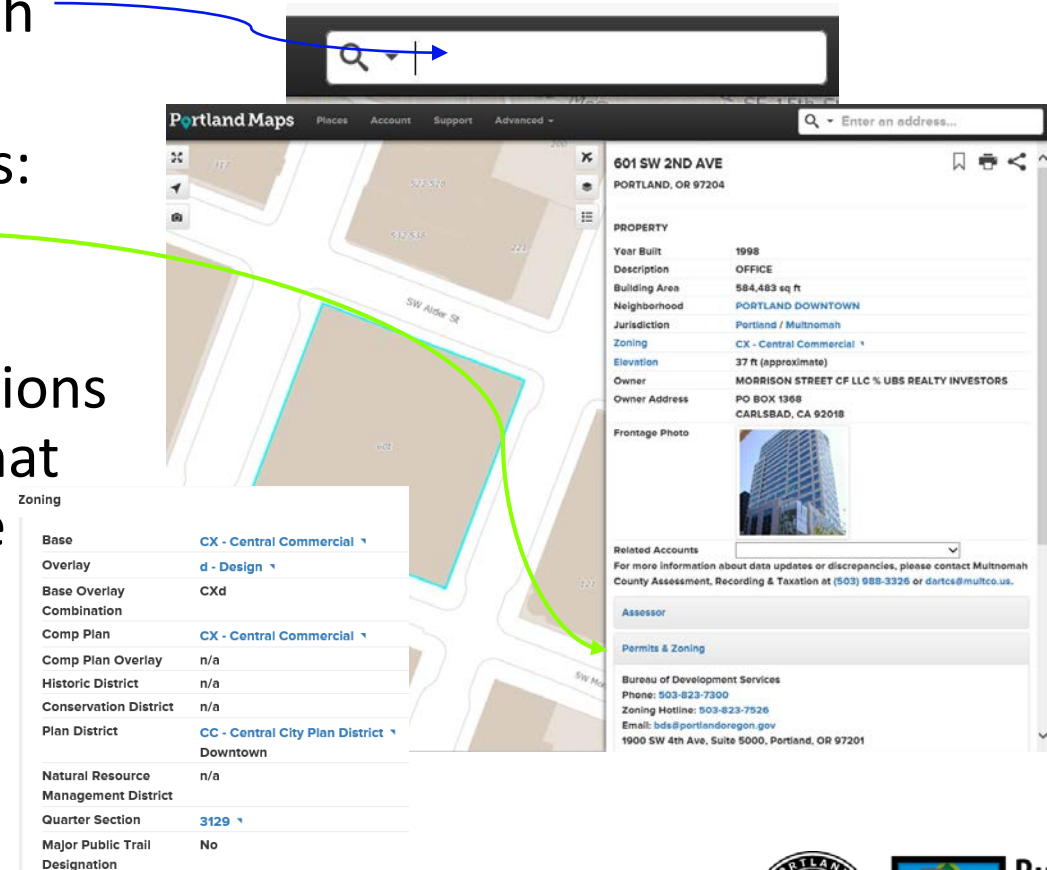
Sign Process Overview



#1: What Zone and Overlays apply to my location?

Let's go to Portland Maps! – www.portlandmaps.com

- Enter your property address in the search bar.
- Your results will show up looking like this:
 - From here expand “Permits & Zoning”
 - Select “Zoning & Districts”
- This page will provide you with the locations Zone and any Overlay or Plan Districts that may apply. Lets look closer at this on the next page.



Portland Maps Places Account Support Advanced

601 SW 2ND AVE
PORTLAND, OR 97204

PROPERTY

Year Built	1998
Description	OFFICE
Building Area	584,483 sq ft
Neighborhood	PORTLAND DOWNTOWN
Jurisdiction	Portland / Multnomah
Zoning	CX - Central Commercial
Elevation	37 ft (approximate)
Owner	MORRISON STREET CF LLC % UBS REALTY INVESTORS
Owner Address	PO BOX 1365 CARLSBAD, CA 92018

Frontage Photo

Related Accounts

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-3326 or darlco@multco.us.

Assessor

Permits & Zoning

Bureau of Development Services
Phone: 503-823-7300
Zoning Hotline: 503-823-7526
Email: bds@portlandoregon.gov
1900 SW 4th Ave, Suite 5000, Portland, OR 97201

Zoning

Base	CX - Central Commercial
Overlay	d - Design
Base Overlay	CXd
Combination	
Comp Plan	CX - Central Commercial
Comp Plan Overlay	n/a
Historic District	n/a
Conservation District	n/a
Plan District	CC - Central City Plan District Downtown
Natural Resource Management District	n/a
Quarter Section	3129
Major Public Trail Designation	No



Understanding what Zoning means to you and your Sign.

Base Zone:

These state which signs are allowed in each zone in correlation to the table found in Title 32. They also state which uses are prohibited. The sign standards for each zone include requirements such as maximum heights and maximum square footage.

- **Table 1** – Residential, Campus & Open Space Zones – <https://www.portlandoregon.gov/citycode/article/696443>
- **Table 2** – Commercial, Mixed Use, Employment and Industrial Zones - <https://www.portlandoregon.gov/citycode/article/687445>

Overlay & Plan Districts:

Overlay zones consist of regulations that address specific subjects in particular areas in the City. Plan districts may have additional regulations in addition to Overlay regulations.

Historic Review:

Historic Reviews are required for certain proposals that affect Historic Landmarks, Conservation Landmarks or Historic Resource Inventory Listings and for proposals in Historic and Conservation Districts. To find out if your site is located within a Historic or Conservation District: [View maps of Historic Districts and Conservation Districts](#).

All questions regarding Zoning requirements should be directed to that department: <https://www.portlandoregon.gov/bds/35881>

ZONING & DISTRICTS

Zoning

Base	CX - Central Commercial ▾
Overlay	d - Design ▾
Base Overlay Combination	CXd
Comp Plan	CX - Central Commercial ▾
Comp Plan Overlay	n/a
Historic District ▾	IN - Irvington Historic District
Conservation District	n/a
Plan District	CC - Central City Plan District ▾ Lloyd
Natural Resource Management District	n/a
Quarter Section	2831 ▾
Major Public Trail Designation	No

Overlays & Plan Districts

- Overlays include design and historic districts. These will have special regulations overriding the allowances laid out in Table 1 & 2.
 - If your proposed sign does not meet these regulations, you will be required to submit a Land Use Review and have a decision rendered prior to submitting a sign permit application.
 - **32.34.020 Additional Standards in Overlay Zones**
 - <https://www.portlandoregon.gov/citycode/article/447923>
- Plan Districts are specific areas of town that have adopted specified regulations amending the code and prohibiting certain sign types.
 - **32.34.030 Additional Standards in Plan Districts**
 - <https://www.portlandoregon.gov/citycode/article/215791>



Land Use Reviews

For assistance with a land use review please review the information below or call the Zoning Information Hotline at (503) 823-7526.

- Design Review:
 - <https://www.portlandoregon.gov/bds/article/74223>
- Historic Review Information:
 - <https://www.portlandoregon.gov/bds/article/74204>
- Adjustment Review Information:
 - <https://www.portlandoregon.gov/bds/article/72422>
 - Criteria & Procedure:
 - <https://www.portlandoregon.gov/bds/index.cfm?a=71803>
- Fee Schedule for Land Use Reviews
 - <https://www.portlandoregon.gov/bds/index.cfm?a=67127>



32.62.020 – Minimum Submittal Requirements

*all information needs to be depicted as line drawing

Application

(1 per proposed sign)

1. All Fields Completed
2. Internally
Illuminated signs
require owner
signature or
electrician's Oregon
CCB#.
3. 2 sets of all drawings
and calculations
(NOT 2 sets per sign).
4. Measurements
should be in feet not
inches

Site Plan

1. Site Address
2. Property Lines: entire
site
3. Full Building Footprint
4. Length of primary
building wall
5. Show each public
entrance and tenant
space on ground floor
6. Street Names
7. Vision Clearance Areas
(freestanding sign)
8. North Arrow
9. Existing sign locations,
size & type.
10. Proposed sign locations

Elevations

1. Must include full
building elevation
2. Show doors &
window
3. Height from grade to
top of sign
4. Ground Clearances

Sign Inventory

1. Existing sign type,
size & location.
2. Calculation showing
allowed, existing and
proposed sign area.

Sign & Attachment Details

1. Method of
attachment to
building and
materials used.
2. Electrical
components &
specifications.
3. Sign area details,
height, width &
depth.

Structural Specifications

Exemptions:

1. Flush mounted signs.
Signs that are
mounted flush to a
wall if the sign does
not weigh more than
400 pounds.
2. Permanent Banners
that meet
attachment
requirements.



Application (1 per proposed sign)

1. All fields must be completed.
2. ***For illuminated signs an owner signature or electrician's CCB# is required.***
3. Application must be signed
4. For multiple signs please identify which application goes to which sign (ex. 1 of 4).

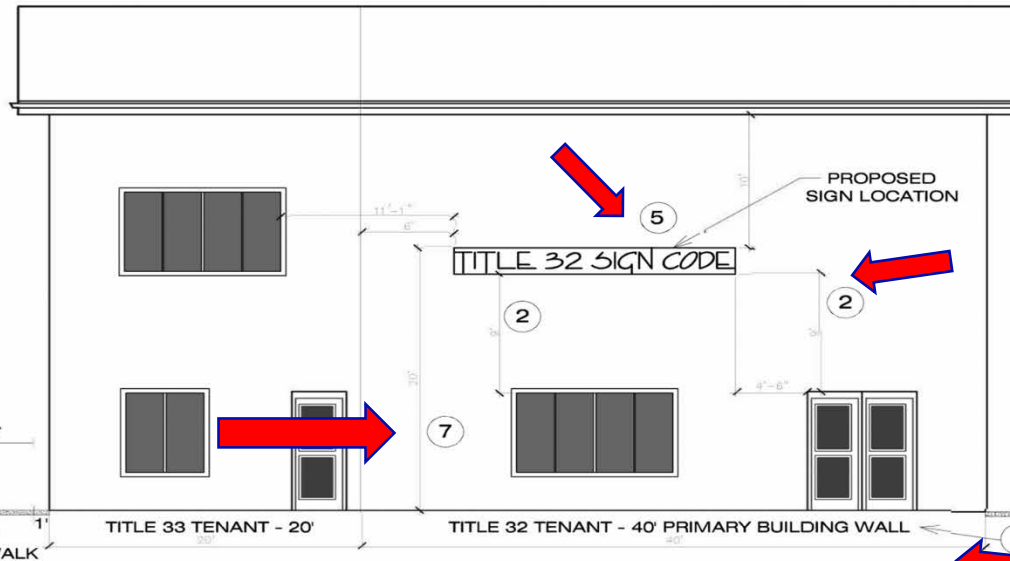
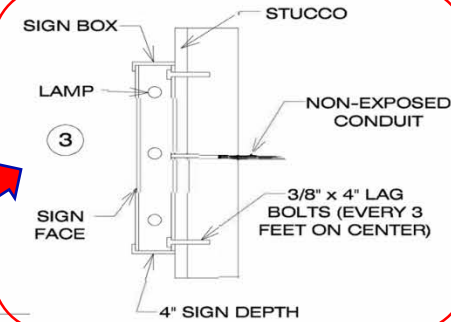
City of Portland, Oregon - Bureau of Development Services				
1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds				
Sign Permit Application			Permit number _____	
FOR INTAKE, STAFF USE ONLY				
Application date _____		Other inspections _____		
Issued date _____		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?				
<input type="checkbox"/> New sign		<input type="checkbox"/> New awning		
<input type="checkbox"/> Alteration to existing sign		<input type="checkbox"/> Addition to existing awning		
<input type="checkbox"/> Addition to an existing sign, size increased by _____ %		<input type="checkbox"/> Addition of a sign to existing awning		
Type of sign, check all that apply				
<input type="checkbox"/> Freestanding	<input type="checkbox"/> Monument	<input type="checkbox"/> Projecting		
<input type="checkbox"/> Sign on awning	<input type="checkbox"/> Fascia sign, over 400 lbs.	<input type="checkbox"/> Fascia sign 400 lbs. or less		
<input type="checkbox"/> Painted wall/adhered	<input type="checkbox"/> Pitched roof	<input type="checkbox"/> Sign on marquee		
<input type="checkbox"/> Other _____		<input type="checkbox"/> 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 # _____	
1				
insp_permitapp_signs 7/1/13 City of Portland Oregon - Bureau of Development Services				



Title 32 Sign Code



SIGN ATTACHMENT DETAILS
SCALE: NTS



ELEVATION FOR TITLE 32 SIGN CODE
SCALE 1/8" = 1'

CHECKLIST

1. IDENTIFY LENGTHS OF TENANT BUILDING WALL(S)
2. SHOW THE DIMENSIONS FROM SIGN TO WALL OPENINGS, INCLUDING WINDOWS AND DOORS
3. SHOW SIGN ATTACHMENT DETAILS
4. SHOW PUBLIC RIGHT OF WAY DISTANCES AND SIGN EXTENSION AWAY FROM BUILDING (FOR PROJECTING AND FREESTANDING SIGNS)
5. SHOW PROPOSED SIGN LOCATION
6. SHOW EXISTING SIGNS AND THEIR DIMENSIONS (IF PRESENT)
7. SHOW HEIGHT OF SIGN FROM GRADE LEVEL TO TOP OF SIGN



DATE	BY	CHKD	APP'D	REV	DATE

SAMPLE ELEVATION PLAN
SAMPLE SITE PLAN
CITY OF PORTLAND, OREGON

JOB NO.	SITE PLAN
DRAWING REVISION	
DRAWING NUMBER	A1



Structural Specifications

When are they required?!?

All signs and their foundations and attachments must be designed for the appropriate dead and seismic loads. Exterior signs must also be designed to support appropriate snow and wind loads. Per City code the following are required to have structural review:

- All awnings;
- Signs projecting from or above buildings;
- All freestanding signs;
- Any wall sign that is over 400 lbs or over 7 lbs per square foot. **Any wall sign that is not completely flush mounted-this includes signs on raceways;**
- Where structural designs and calculations are not pre-approved by BDS; or
- Structural alterations to existing signs unless the alteration results in an expansion which is less than 10% of the existing sign size.

Drawings and calculations must be prepared by an engineer registered in Oregon.

Drawings must include:

- Dimensions;
- Materials;
- Construction of the sign (e.g, plastic, light gauge steel);
- Foundations and Footings for freestanding signs;
- Methods of attachments to the building or structure; and,
- *If the sign or awning is to be attached to a building*, the drawings shall have information justifying the adequacy of building members to support the loads imposed by the sign and sign structure or awning and awning structure.



Other important things to remember

No Google map images or photos are to be used for submittal requirements.

Plans must be printed in black & white and in good quality.

Single sided, 8 ½"x11" is the minimum required for paper size... though bigger is ok!

Pencil drawings will not be accepted.

Entire sign inventory required when proposal includes freestanding signs, building (Landlord) signage, multi-tenant structures, East Port Plaza & Mall 205 or as code requires.



Questions? Please contact the Sign Team

(503)823-7996 or BDSSignpermits@portlandoregon.gov

Title 32:

<https://www.portlandoregon.gov/citycode/28196>

Zoning Regulations:

<https://www.portlandoregon.gov/citycode/article/687445>

Fee Schedule:

<https://www.portlandoregon.gov/bds/article/67130>

Application:

<https://www.portlandoregon.gov/bds/article/92997>

Application/Submittal Requirements:

<https://www.portlandoregon.gov/citycode/article/18966>

Sample Site Elevation:

<https://www.portlandoregon.gov/bds/article/529995>

Sample Site Plan:

<https://www.portlandoregon.gov/bds/article/529997>

**Not all information may have been covered in this slide show,
please see the links above for additional information.**

