



PERMANENT SIGN PERMIT APPLICATION

Sign Label _____ Elevation _____

STAFF USE ONLY: Permit#: _____

Install Address: _____ Tax Account#: _____

Business Name: _____ Contact: _____

Email: _____ Address: _____

Property Owner: _____ Email: _____

Address: _____ Signature: _____

Sign Contractor: _____ Contact: _____

Email: _____ Phone: _____

CCB#: _____ Address: _____

FOR ILLUMINATED SIGNS – REQUIRED: Is Sign illuminated? Yes No

Electrician: _____ Electrician's license: _____

Signature: _____ Date: _____

NOTICE: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed.

I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit regardless of how or when discovered.

Applicant/Contractor Signature: _____ Date: _____

New Sign	New Awning	Adding Sign to Awning	Addition to existing Sign
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Sign Type (Pick One):	Painted/Adhered	Fascia/Wall	Projecting/Attached to Canopy
	Freestanding/Monument	On Fabric Awning	Awning Only

Sign Width	Sign Height	Height-Grade to Top	Depth of Sign	Sign Area (Sq.Ft)	Sign Weight

Changing Image Sign: Does this sign contain changing images as outlined in Title 32?	YES	NO
If yes, Total area of changing image: _____ Sq.Ft. Less than 60% of the total sign Sq.ft?	YES	NO

1. Has a Site Plan meeting minimum application requirements been provided?	YES	NO
2. Are all Existing signs shown on site plan? (Including size, type, and location)?	YES	NO
3. Is this sign part of one of the following locations:		
Cascade Station	Portland School District	Mall 205
Eastport Plaza	Downtown PDX	Northwest
		Gateway Mall

All signs and awnings are required to be compliant with City Code Title 32

Provide elevation drawing of the sign on a separate sheet, include:

1. All details and dimensions of the sign.
2. Type of material and all dimensions of supports and footings.
3. Clearance above ground.
4. Distance of any projection over the right-of-way.
5. If the sign will be attached to a building, show the building roof line for the wall on which the sign will be mounted.
6. Type of lighting.

Illuminated, electric signs		Non-illuminated signs	
Fascia, free standing or projecting signs with direct, neon internal or changing image lighting		Fascia, freestanding or projecting signs without any lighting or other electrical components	
Up to 20 sq. ft.	\$323	Up to 20 sq. ft.	\$248
Over 20 and up to 40 sq. ft.	\$399	Over 20 and up to 40 sq. ft.	\$339
Over 40 and up to 60 sq. ft.	\$462	Over 40 and up to 60 sq. ft.	\$399
Over 60 and up to 80 sq. ft.	\$506	Over 60 and up to 80 sq. ft.	\$415
Over 80 and up to 100 sq. ft.	\$552	Over 80 and up to 100 sq. ft.	\$429
Over 100 and up to 120 sq. ft.	\$616	Over 100 and up to 120 sq. ft.	\$461
Over 120 and up to 140 sq. ft.	\$645	Over 120 and up to 140 sq. ft.	\$477
Over 140 and up to 160 sq. ft.	\$673	Over 140 and up to 160 sq. ft.	\$506
Over 160 and up to 180 sq. ft.	\$709	Over 160 and up to 180 sq. ft.	\$552
Over 180 sq. ft.	\$736	Over 180 sq. ft.	\$586

Wall painted or adhered signs	\$1.61 per square foot (minimum fee - \$53)
Awnings without signs	\$13.14 per linear foot of awning
Sign and awning combinations	Awning fee plus \$2.21 per square foot of sign area
Sign added to an existing awning	Same fee as required for non-illuminated sign, above
Structural Plan Review Fee - Required for all wall fascia signs over 400 lbs. and all projecting signs, freestanding and monument signs over 6 feet in height, all pitched roof signs and all awnings.	65% of the permit fee. (If the addition to an existing sign is less than 10% of the area of the existing sign, this fee is not charged.)
Additional Plan Review - For changes, additions or revisions to approved plans for review of proposed pre-approved structural designs	\$103 minimum for 30 minutes or less \$206 for per hour or fraction thereof for any part of an hour over 30 minutes
Investigation fee - for commencement of work before obtaining a permit	Equal to the permit fee
Inspections outside of normal business hours	\$279 per hour or fraction of an hour
Structural alteration to existing sign	Same fee as for new sign
Renewal of expired permit	50% of original permit fee
Re-inspection fee	\$145 per inspection
Early Assistance for Sign Permits	Early Assistance sign code meeting - \$113 Fee for each additional staff in attendance - \$132

Information is subject to change.