



# OREGON CITY

## Sign Permit Application

Community Development Department, 698 Warner Parrott Rd, P.O. Box 3040, Oregon City, OR 97045, Phone (503) 722-3789 / Fax (503) 722-3880  
The Sign Code can be found in [Chapter 15.28](#) of the Oregon City Municipal Code available at City Hall or at [www.oregoncity.org](http://www.oregoncity.org)

Permit No. \_\_\_\_\_ Zoning \_\_\_\_\_ Construction Cost \_\_\_\_\_

Permit Fee \_\_\_\_\_ Land Use \_\_\_\_\_ Business Name \_\_\_\_\_

**PLEASE INCLUDE THE FOLLOWING IN ELECTRONIC FORMAT (.pdf):**

1. This form and a completed sign construction cost estimate sheet;
2. A scaled drawing or picture of the sign including dimensions;
3. A site plan map of the proposed sign location including all property lines, structures, streets and sidewalks;
4. Building permits may be required. Please verify with the Building Division;
5. Electrical permits may be required. Please verify with the Building Division;
6. Wall Signs: An elevation of the wall including location, dimensions and square footage of existing signs as well as the length of the entire building wall (not tenant space);
7. Freestanding Signs: A site plan with the location of any existing projecting, roof and free-standing signs on the site.

**TYPE OF SIGN / LOCATION / LAND USE**

Free-Standing Sign \_\_\_\_ Wall Sign \_\_\_\_ Roof Sign \_\_\_\_ Projecting Sign \_\_\_\_ Ancillary Sign \_\_\_\_

Sign Address and Location \_\_\_\_\_

Is the Sign Illuminated? Yes No

Is this a Conditional Use in a Residential Zone (e.g. Church)? Yes No

Is the sign on an Historically Designated Structure? Yes No

**DIMENSIONS** (Refer to [OCMC 15.28.050](#) – Measuring sign dimensions)

Width \_\_\_\_\_ Height \_\_\_\_\_ Total Square Footage \_\_\_\_\_

Distance to Street \_\_\_\_\_ Clearance from Ground \_\_\_\_\_ No. of Sign Faces \_\_\_\_\_

**WALL SIGNS**

Length of Building Wall \_\_\_\_\_

Square footage of Existing Signs \_\_\_\_\_

**PROJECTING SIGNS**

Does the Sign project into the Right-of-Way? Yes No

If so, how far? \_\_\_\_\_

**FREE-STANDING SIGNS**

Location of Existing Signs \_\_\_\_\_

Size of Existing Signs \_\_\_\_\_

**CONTACT INFORMATION AND SIGNATURES**

**Applicant(s):**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Property Owner(s):**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**City Approval:** Signature \_\_\_\_\_ Date \_\_\_\_\_

