



OREGON CITY

Sign Permit Application

Community Development Department, 695 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

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 _____



Construction Costs for Signage

The cost of Planning Division review for Signage is based on the construction cost of the project. The construction costs are defined as all costs to complete the project, including soft costs. The estimate excludes interior furniture or moving expenses.

Address: _____

Project Description: _____

Section I – Construction Costs

Design Work	\$
Site Prep	\$
Consultants	\$
Excavation	\$
Utilities	\$
Foundation	\$
Landscaping	\$
Other	\$
Total Section I	\$

Section II – Permits

Building	\$
Electrical	\$
Mechanical	\$
Total Section II	\$

Section III - Total

Section I Total	\$
Section II Total	\$
Total Section III	\$

Office Use Only –
Building Official Verification: _____