



OREGON CITY

Sign Permit Application

Community Development Department, 221 Molalla Ave, Suite 200, P.O. Box 3040, Oregon City, OR 97045, Phone (503) 722-3789 / Fax (503) 722-3880

Permit No. _____ Zoning _____ Sign Weight _____

Construction Cost _____ Permit Fee _____

PLEASE INCLUDE THREE (3) COPIES OF THE FOLLOWING:

1. A drawing or picture of the sign including dimensions;
2. A map of the proposed sign location including all property lines, structures, streets and sidewalks;
3. **A building permit may also be required – please check with the Building Division;**
4. For Wall Signs: An elevation of the wall including: location, dimensions and square footage of existing signs as well as the length of the entire wall length (not tenant space);
5. For Freestanding Signs: A map displaying the location of existing projecting, roof and free standing signs on the site.

TYPE OF SIGN / LOCATION

Free Standing Sign _____ Wall Sign _____ Roof Sign _____ Projecting Sign _____

Sign Address and Location _____

SIGN DIMENSIONS

Horizontal Dimension _____ Vertical Dimension _____

Distance to Street _____ Total Square Footage _____

WALL SIGN

Length of Building wall _____ Square footage of existing signs _____

Applicant:

Name _____

Contact Person _____

Signature _____

Address _____

Phone _____

Property Owner(s):

Name _____

Contact Person _____

Signature _____

Address _____

Phone _____

The permit shall be valid if the sign is erected and maintained in compliance with city code, and the applicant did not misrepresent or falsify any information supplied in the application. Any permit issued under this chapter shall be void if no substantial physical action be taken, in accordance with any conditions of the permit and the applicable requirements of OCMC Chapter 15.28, within ninety days following the date of its issuance. Any permit issued shall remain in effect as long as the sign is maintained in compliance with any permit conditions and all applicable provisions. Signatures represented must have the full legal capacity and hereby authorize the filing of this application and certify that the information and exhibits herewith are correct and indicate the parties willingness to comply with all code requirement.

City Approval: Signature _____ Date _____



Construction Costs for Signage

The cost of Planning Division review for Site Plan and Design Review and Detailed Development Plans is based on the construction cost of the project. The construction costs is defined as all costs to complete the project, including soft costs. The estimate does exclude 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	\$
Land Use	\$
Total Section II	\$

Section III - Total

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

Office Use Only -

Building Official Verification: _____