



HOW TO REPORT A VIOLATION

Complaints about signage can be submitted easily (and anonymously) in any of the following manners:

- Call Code Enforcement at 503.496.1559
- At www.orcity.org
- With the GORequest app for iPhone and Droids

PERMITS

All signs other than ancillary signs require a permit from the Planning Division. A building or electrical permit may be needed with the **Building Division**.

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 _____ Is the Sign Illuminated? _____

PLEASE INCLUDE THREE (3) COPIES OF THE FOLLOWING:

1. A scaled 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 be required. Please verify with the Building Division;
4. An electrical permit may be required. Please verify with the Building Division;
5. 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 building wall (not tenant space);
6. For Free-standing 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(s): _____ Property Owner(s): _____
 Name _____ Name _____
 Contact Person _____ Contact Person _____
 Signature _____ Signature _____
 Address _____ Address _____
 Phone _____ Phone _____
 Email _____ Email _____

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 is taken, in accordance with any conditions of the permit and the applicable requirements of OZAC Chapter 15.26, 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 requirements.

City Approval: Signature _____ Date _____
Sign Permit criteria can be found in Chapter 15.26 of the Oregon City Municipal Code available at City Hall or at www.orcity.org

For additional information refer to Chapter 15.29.060 of the Oregon City Municipal Code at www.OREGONCITY.org.



City of Oregon City
 Planning Division
 221 Molalla Avenue, Suite 200
 Oregon City, Oregon 97045
 503.722.3789



Placing a Sign at My Home in Oregon City





ANCILLARY SIGNS

Two of the following are allowed without a permit:

- Signs which do not exceed six (6) square feet per sign face
- Flags (excluding attention flags)



Attention flag



Banner

DESIGN OF WALL SIGNS

- One wall sign is allowed for each property frontage (maximum of 3).
- A wall sign is prohibited if there is a freestanding or projecting sign along the same property frontage,
- Maximum sign face of 12 sq. feet
- Maximum length of 5 feet,
- At least 50% of the sign shall be constructed of metal, wood, stone, brick, rock or any combination thereof.
- If illuminated, the source of illumination shall be external to the sign and directed or shielded so as to not shine directly onto any neighboring structures.
- Signs shall not project over the right-of-way.
- A sign permit is needed.

DESIGN OF PROJECTING SIGNS

- One projecting sign is allowed for each property frontage (maximum of 3) if there is no wall sign on the same frontage.
- Maximum sign face of 12 square feet
- Maximum projection from building wall is 6 feet
- Maximum projection above the wall on which the sign is constructed is 1 foot
- May not project within 2 feet of the curb line.
- The visible supporting structure shall be constructed of metal, wood, stone, brick, rock or any combination thereof.
- Signs shall maintain a minimum clearance of 10 feet above grade over pedestrian or vehicular areas, and 14 feet above grade over areas of truck access.
- Signs projecting into the right-of-way shall receive approval by the City Engineer.
- A sign permit is needed.