City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds

Sign Permit Application

Permit number

FOR INTAKE, STAFF USE ONLY

Application date _____ Other inspections _____

Issued date _____ Map zone _____ Applicable zone _____

Approved by _____ Overlay zone _____

Structural engineer's approval _____ Plan / historic district _____

APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Installation address _____ Property tax account # _____

Business name _____

Legal owner of sign _____

Address of sign owner _____

Property owner name _____

Address _____

Sign contractor name _____ Construction contractors board # _____

Address _____

Day Phone _____ FAX _____ email _____

For electric signs

Electrician's name _____ Electrician's license # _____

Which of the following best describes the proposed work?

- ❑ New sign
- ❑ Alteration to existing sign
- ❑ Addition to an existing sign, size increased by _____%
- ❑ New awning
- ❑ Addition to existing awning
- ❑ Addition of a sign to existing awning

Type of sign, check all that apply

- ❑ Freestanding
- ❑ Sign on awning
- ❑ Painted wall/adhered
- ❑ Other _____
- ❑ Monument
- ❑ Fascia sign, over 400 lbs.
- ❑ Pitched roof
- ❑ Projecting
- ❑ Fascia sign 400 lbs. or less
- ❑ Sign on marquee
- ❑ Sign attached to canopy

Proposed sign dimensions

width of sign face	height of sign face	overall sign height	depth of fascia sign	total area of sign
ft.	ft.	ft.	in.	sq. ft.

[Y] [N] Do you have permission of the property owner to erect this sign?

[Y] [N] Changing image features? If yes, area of change _____ sq.ft. **[Y] [N] Illuminated?**

[Y] [N] Complete listing of existing signs attached. Required, a complete listing including type and size area.

[Y] [N] Site plan attached. If a site plan is required it must show size and location of existing signs, for site plan requirements see the Sign Permit Program Guide.

Applicant's signature _____

Applicant's name, printed _____ Applicants phone # _____

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 footiings.
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.	$200	Up to 20 sq. ft.	$153
Over 20 and up to 40 sq. ft.	$247	Over 20 and up to 40 sq. ft.	$210
Over 40 and up to 60 sq. ft.	$286	Over 40 and up to 60 sq. ft.	$247
Over 60 and up to 80 sq. ft.	$313	Over 60 and up to 80 sq. ft.	$258
Over 80 and up to 100 sq. ft	$342	Over 80 and up to 100 sq. ft.	$266
Over 100 and up to 120 sq. ft.	$381	Over 100 and up to 120 sq. ft	$286
Over 120 and up to 140 sq. ft.	$400	Over 120 and up to 140 sq. ft.	$296
Over 140 and up to 160 sq. ft.	$419	Over 140 and up to 160 sq. ft.	$313
Over 160 and up to 180 sq. ft.	$439	Over 160 and up to 180 sq. ft.	$342
Over 180 sq. ft.	$457	Over 180 sq. ft.	$363

Wall painted or adhered signs	$0.99 per square foot (minimum fee - $32.)
Awnings without signs	$8.48 per linear foot of awning
Sign and awning combinations	Awning fee plus $1.42 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	$71 minimum for 30 minutes or less $142 for per hour or fraction there of 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	$194 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	$97 per inspection
Early Assistance for Sign Permits	Early Assistance sign code meeting - $71 Fee for each additional staff in attendance - $84

Information is subject to change.